

JOB DESCRIPTION/JOB MODEL

NAME: VACANT	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	Deputy Director:Debtors
CORE	Economic Advisory and Support Personnel
JOB LEVEL	Level 11
DATE	August 2007
LOCATION	Bisho
COMPONENT	Financial Accounting
POST REPORT TO	Director
JOB CLASSIFICATION CODE	

B. HIERARCHICAL POSITION OF POST

Deputy Director Assistant Director State Accountant
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C. JOB PURPOSE (Linked to Strategic Plan)

To manage the effective debt recovery and administration and debt take-on

D. MAIN OBJECTIVES (Key performance area (KPA's)).

	MAIN OBJECTIVES	%
1	Supervise the compilation and capturing of debt take-on	40%
2	Recovery of debtors	20%
3	Document management	20%
4	Monitor and cleaning of debt accounts	10%
5	Respond to queries	10%

E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

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F. PERFORMANCE STANDARDS & INDICATORS (Based on main objectives)

Performance standard (measurable outputs / end results)	Indicator (Indicating how well / if standards were achieved)
MAIN OBJECTIVES	
Compile and capture debt take-on and compile and capture journal	Journals
Write letters to debtors to recover those debts	Letters
Ensure files are open with sufficient supporting documents	Filing System
Monitor and cleaning of debt accounts	Reconcile Accounts
Respond to queries	Attendance to client queries

F. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Assistant Director	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Render Financial services • Service reports • Routine reports and notes • Protocols
ECDOH staff/ colleagues	Teamwork, liaising, information-sharing to optimize Financial services rendered Good communication	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics

	Feedback, referrals	
Multi disciplinary staff members	Using multidisciplinary team to render support to the Financial management, Co-operation, support, referral	<ul style="list-style-type: none"> • Referral reports / file notes • Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Finance Management and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Accounting skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations

<p>Knowledge in the application of Accounting Computer Systems</p>	<p>Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking, Accounting skills</p>	<p>Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;</p>	<p>National Diploma with Accounting /IT related Qualification (3yrs) Three to Five years experience required Training in ethics Ability to collect and collate data Demonstrative ability to apply finance for planning, ability to work under pressure; Continuous professional and ethical behavior</p>
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I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)

***** IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES*

J. CAREER PATHING

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Director
2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

L. PERFORMANCE INSTRUMENTS

- The performance instrument of the postholder, should be read as an extension of this job description.

M. JOB DESCRIPTION AGREEMENT

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR: Vacant	JOB INCUMBENT: Vacant
RANK: Director	RANK: Deputy Director
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.	
Date of revision:	