

**JOB DESCRIPTION/JOB MODEL**

<b>NAME:</b>	<b>PERSAL NUMBER</b>

**A. JOB INFORMATION SUMMARY**

<b>JOB TITLE</b>	General Manager: Integrated Budget Planning
<b>CORE</b>	Health & Administrative Personnel
<b>JOB LEVEL</b>	Level 14
<b>DATE</b>	
<b>LOCATION</b>	Bisho
<b>BRANCH</b>	Integrated Financial Management
<b>POST REPORT TO</b>	DDG
<b>JOB CLASSIFICATION CODE</b>	Senior Management

**B. HIERARCHICAL POSITION OF POST**

Deputy Director General <b>General Manager</b> 3 Senior Manager
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**C. JOB PURPOSE (Linked to Strategic Plan)**

To manage integrated budget planning for the Department

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

	<b>MAIN OBJECTIVES</b>	<b>%</b>
1	<b>Provide strategic leadership to the Branch in line with the vision and mission of the department</b>	
2	<b>Drive the strategic planning and implementation process of all components under his control and management</b>	
3	<b>Ensure efficient and effective financial planning</b> <ul style="list-style-type: none"> <li>• Formulate and develop policies relating to budget</li> <li>• Plan,organise and adjust budget</li> <li>• Manage, monitor and evaluate the effective implementation of budgets</li> </ul>	
4	<b>Conduct budget reviews and expenditure analysis</b> <ul style="list-style-type: none"> <li>• Conduct budget reviews</li> <li>• Conduct research and analysis into budget and expenditure trends</li> <li>• Prepare and compile monthly and oversight expenditure reports</li> <li>• Monitor and report on conditional grants</li> </ul>	
6	<b>Manage, plan, monitor and evaluate revenue services</b> <ul style="list-style-type: none"> <li>• Develop and monitor implementation of policies relating to revenue</li> </ul>	6

	<ul style="list-style-type: none"> <li>• Manage general income</li> <li>• Manage and coordinate collection of revenue into hospital fees and debt collection</li> <li>• Ensure implementation of UPFS in all institutions</li> <li>• Provide training on revenue collection</li> <li>• Develop strategy and systems to increase revenue</li> </ul>	
6	<b>Ensure formulation and development of Policies</b> <ul style="list-style-type: none"> <li>• Ensuring that the regulations framed under the regulations promulgated under the various Acts are captured in daily operations</li> <li>• Ensure that norms and standard and practices are adhered to</li> </ul>	6
7	<b>Ensure effective and efficient utilization and management of human, physical and financial resources of the Chief Directorate, in accordance with applicable legislation and policies</b>	
8	<b>Strengthen professionalism and build management capacity within the Chief Directorate</b>	

#### E. DIMENSIONS OF THE POST

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

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

Performance standard (measurable outputs / end results)	Indicator (Indicating how well / if standards were achieved)
<b>MAIN OBJECTIVES</b>	
Drive the strategic planning and implementation process of all components under his control and management	<ul style="list-style-type: none"> <li>• Strategic planning implemented</li> </ul>
Provide strategic leadership to the Branch in line with the vision and mission of the department	<ul style="list-style-type: none"> <li>• Strategic leadership provided</li> </ul>

Ensure efficient and effective financial planning	<ul style="list-style-type: none"> <li>• Formulate and develop policies</li> <li>• Budget adjustment</li> <li>• Budget planning &amp; organizing</li> <li>• Effective management of budget</li> </ul>
Conduct budget reviews and expenditure analysis	<ul style="list-style-type: none"> <li>• Budget reviews</li> <li>• Research and analysis</li> <li>• Monthly and oversight expenditure reports</li> <li>• Conditional grants monitored</li> </ul>
Manage, plan, monitor and evaluate revenue services	<ul style="list-style-type: none"> <li>• Policy implementation</li> <li>• General income</li> <li>• Collection of revenue coordinated</li> <li>• UPFS implementation</li> <li>• Revenue collection</li> </ul>
Ensure formulation and development of Policies	<ul style="list-style-type: none"> <li>• Regulations captured on daily operations</li> <li>• Adherence to norms and standards and practices</li> </ul>
Ensure effective and efficient utilization and management of human, physical and financial resources of the Chief Directorate, in accordance with applicable legislation and policies	<ul style="list-style-type: none"> <li>• All resources managed</li> </ul>
Strengthen professionalism and build management capacity within the Chief Directorate	<ul style="list-style-type: none"> <li>• Capacity building of managers</li> <li>• Professionalism strengthened</li> </ul>

## G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Senior Manager	Report on progress / planning input	<ul style="list-style-type: none"> <li>• Monthly reports</li> <li>• Implementation of relevant policies</li> <li>• Render Related services</li> <li>• Service reports</li> <li>• Routine reports and notes</li> </ul>

		<ul style="list-style-type: none"> <li>• Protocols</li> </ul>
ECDOH staff/ colleagues	Teamwork, liaising, information-sharing, Good communication Feedback, referrals	<ul style="list-style-type: none"> <li>• Routine memos and notes</li> <li>• Technical guidelines</li> <li>• Statistics</li> </ul>
Multi disciplinary staff members	Using multidisciplinary team to render support to the Geriatric management, Co-operation, support, referral	<ul style="list-style-type: none"> <li>• Referral reports / file notes</li> <li>• Regular meetings minutes</li> </ul>

## H      COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Public Service Legislation, Regulations and Policies.	Public Administration, Public Service Legislation, International Relations, Management of Diversity, Administration support to political bearers	Functioning of the National, Provincial and Local governments and more especially at strategic level management, Responsiveness; Pro-activeness; Professionalism;	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Public, Financial and Human Resource Management Systems	Programme and project management, Strategic leadership, Business and Public sector financial and people management, Corporate management abilities, Organizing,	Functioning of the National, Provincial and Local governments and more especially at strategic level management Responsiveness; Pro-activeness; Professionalism;	Degree/ National Diploma in Health Related field  Six to ten years appropriate managerial experience required  Training in ethics  Demonstrative ability

	Planning, Communication, Problem solving and analysis		to apply health for planning, ability to work under pressure;  Continuous professional and ethical behavior
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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 : Deputy Director General
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:	JOB INCUMBENT: Vacant
RANK: Deputy Director General	RANK: General Manager
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: