

## JOB DESCRIPTION/JOB MODEL

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

### A. JOB INFORMATION SUMMARY

<b>JOB TITLE</b>	Senior Manager: Research ,Demographic Trends and Advocacy
<b>CORE</b>	Administrative Personnel
<b>JOB LEVEL</b>	Level 13
<b>DATE</b>	06 October 2009
<b>LOCATION</b>	Bisho
<b>BRANCH</b>	Poverty Coordination, research population development
<b>POST REPORT TO</b>	General Manager:
<b>JOB CLASSIFICATION CODE</b>	Senior Management

**B. HIERARCHICAL POSITION OF POST**

Deputy Director General General Manager <b>Senior Manager</b> Manager X 4
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**C. JOB PURPOSE (Linked to Strategic Plan)**

**To ensure the coordination all departmental research and implementation of the Population Policy of South Africa in the Eastern Cape**

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

	<b>MAIN OBJECTIVES</b>	<b>%</b>
1	<b>Ensure management of Demographic Analysis and Population Research</b> <ul style="list-style-type: none"> <li>• Data collection and Demographic Research</li> <li>• Provincial and District demographic and socio-economic profile</li> <li>• Data analysis, interpretation and dissemination in line with user needs</li> <li>• Population projections and trends</li> </ul>	20
2	<b>Ensure Population Capacity Building, Advocacy and IEC.</b> <ul style="list-style-type: none"> <li>• Ensure coordination and capacity building for integration population and development planning</li> <li>• Advocacy and population information, education and communication.</li> <li>• Monitor and evaluate implementation of Population Policy for Province</li> <li>• Ensure local, provincial, national and international liason.</li> </ul>	20
3	<b>Ensure management of Social Welfare Research</b> <ul style="list-style-type: none"> <li>• Conduct research on special needs such as disability, aging etc</li> </ul>	20

	<ul style="list-style-type: none"> <li>• Conduct research on families, children and youth</li> <li>• Conduct research on social pathologies such as crime, substance abuse, domestic and gender based violence.</li> </ul>	
4	<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>	20

#### 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>	
<b>Ensure management of Demographic Analysis and Population Research</b>	<ul style="list-style-type: none"> <li>• Available data</li> <li>• Available of socio economic profiles</li> </ul>
<b>Ensure Population Capacity Building, Advocacy and IEC</b>	<ul style="list-style-type: none"> <li>• Interaction with institutions</li> </ul>
<b>Manage Social Welfare Research</b>	<ul style="list-style-type: none"> <li>• Research conducted</li> </ul>
<b>Ensure formulation and development of Policies</b>	<ul style="list-style-type: none"> <li>• Available of socio economic profiles</li> <li>• Studies conducted</li> <li>• Assessments conducted</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> <li>• Protocols</li> </ul>
Departmental 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 Population and Research 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 Social Science	Programme and project management, Strategic leadership, Business and Public sector financial and people management, Corporate management abilities, Organizing, Planning,	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 to apply health for

	Communication, Problem solving and analysis		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 : General Manager
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:
RANK: General Manager	RANK: Senior 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:	