

JOB DESCRIPTION/JOB MODEL

NAME: Vacant	PERSAL NUMBER

A. JOB INFORMATION SUMMARY

JOB TITLE	DDG: Social Institutional Support & Coordination Services
CORE	General Management and Support Personnel
JOB LEVEL	15
DATE	April 2016
LOCATION	KWT
COMPONENT	Social Institutional Support & Coordination Services
POST REPORT TO	Superintendent General
JOB CLASSIFICATION CODE	Top Management

B. HIERARCHICAL POSITION OF POST

<p>SUPERINTENDENT GENERAL DDG 2 GENERAL MANAGERS</p>

C. JOB PURPOSE (Linked to Strategic Plan)

To manage the provision of developmental welfare services.

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

	MAIN OBJECTIVES	%
1	<p>To manage and facilitate the provision of community based care and support to families, Integrated Development Programmes to children and families in need of care and protection.</p> <p>Manage the provision of Early Childhood Development programmes. Manage the provision of Foster Care Services, alternative care and adoption services. To manage and facilitate the provision of social welfare services and community based care and support to families To manage and facilitate the provision of services to children/ Children in conflict with the law</p>	25%
2	<p>To manage the provision of specialist social services and programmes</p> <p>Manage and facilitate the provision of HIV & AIDS prevention, care and support services and social relief services. Manage and facilitate the provision of Social Crime Prevention and Victim Support services. Manage and facilitate the provision of services to combat Substance Abuse.</p>	25%
3	<p>To manage the provision of integrated community development services and programmes</p>	25%

	<p>The management of Social Facilitation Processes and poverty reduction through Sustainable Livelihoods programmes</p> <p>The formulation and management youth development programmes</p> <p>Increase economic opportunities and facilitate poverty reduction processes against women</p> <p>Manage and facilitate provision of institutional capacity building programmes</p>	
4	<p>Management of resources</p> <ul style="list-style-type: none"> • Manage human resources of the branch • Manage physical resources of the branch • Manage financial resources of the branch • Manage information resources of the branch 	10%

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) MAIN OBJECTIVES	Indicator (Indicating how well / if standards were achieved)
To manage and facilitate the provision of community based care and support to families, Integrated Development Programmes to children and families in need of care and protection.	<ul style="list-style-type: none"> ❖ Informed systems ❖ Accountability ❖ Timeframes met ❖ Information given out
To manage the provision of specialist social services and programmes	<ul style="list-style-type: none"> ❖ Decisions implemented ❖ Department responds positively to change ❖ Decisions taken on an informed
To manage the provision of integrated community development services and programmes	<ul style="list-style-type: none"> ❖ Applications developed ❖ Adherence to timeframes ❖ Team work achieved
Management of resources	<ul style="list-style-type: none"> ❖ Optimal utilisation of resources

G. OUTPUTS PROFILE

Key customers	Requirements	Outputs
Head of Department	Report on progress / planning input	<ul style="list-style-type: none"> • Monthly reports • Implementation of relevant policies • Service reports • Routine reports and notes • Protocols
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize Provincial & Coordination Management services are rendered, Good communication Feedback, referrals	<ul style="list-style-type: none"> • Routine memos and notes • Technical guidelines • Statistics
Service Providers	Meeting service providers to ensure adherence to contractual agreements, Co-operation.	<ul style="list-style-type: none"> • Delivery reports / file notes • Regular meetings minutes

H COMPETENCY PROFILE

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Departmental core business, Issues related to the discipline and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Decision-making skills, Policy Formulation Skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of Public Service Policies and implementation processes	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking,	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	Relevant Qualification Six to ten years experience in senior management position required Ability to collect and collate data Demonstrative ability to apply demand and acquisition for poverty alleviation, ability to work under pressure; Continuous professional and ethical behavior

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 : Superintend General
2. Nature of work in next higher post: -As required in the higher post

K. AMENDMENTS TO THE JOB DESCRIPTION

- The Superintend General 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: Superintend General	RANK: Deputy Director General
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:	