

JOB INFORMATION

1. INTERVIEW AND JOB DETAILS

1.1. Interview details

Name/s of Interviewer/s	Gert
Input Date	25-Nov-2015
Method of Info Collection	Benchmark

1.2. Job details

Identifier	ID 03519
Job Title	Assistant Director: Asset Management
Department Job ID	
CORE	Management and General Support Personnel
Number of Posts	<u>1</u>

1.3. Job evaluation summary

Public Service Benchmark	
Archive Job	No
Lock Job	No
Last Modified Date	25-Nov-2015
Modified By	Gert

1.4. Other

Score	519,96
Grade	9
Job Owner	Assistant System Administrator Role

JOB PROFILE SUMMARY

2. Responsibility	8
3. Thinking Demands	6
4. Knowledge	6

Assistant Director: Asset Management

**Evaluate
1. Job Summary**

5. Communication **6**

6. Environment **2**

2. RESPONSIBILITY

HUMAN RESOURCES

MANAGE STAFF DIRECTLY

The postholder DIRECTLY manages the following staff:

- Administrative 3

The postholder has the following authority over these staff:

- Allocate and check work
- Authorising work (quality control and sign off)
- Functional/technical advice and guidance
- Formal disciplinary authority
- Performance management and Development
- Section management (components lower than directorate)

MANAGE STAFF INDIRECTLY

The post holder is not required to indirectly manage more than 1000 staff.

The postholder INDIRECTLY manages the following staff:

- Clerical 6 - 10
- Administrative 1 - 5

MANAGE OTHER STAFF

The postholder is not required to manage any additional staff.

FINANCIAL RESOURCES

EXPENDITURE

The postholder has no responsibility for expenditure.

INCOME

The postholder has no responsibility for income.

EQUIPMENT

The postholder is responsible for the following equipment:

- Office (PC, photocopier, data projectors, cell phones etc)

The nature of the involvement is:

- Use or shared use
- Ensure serviceability
- Control of use by others

The value of the equipment described above is:

R Hundreds of thousands

STORES & LIVESTOCK

The postholder is not responsible for stores and livestock.

LAND & BUILDINGS

The postholder does not have any responsibility for premises.

AUTONOMY

Core responsibilities of the job from List 1 are:

- Administration

Core responsibilities of the job from List 2 are:

- Policy analysis/interpretation

The structure of the job is best described as:

Complex work content requiring frequent interpretation on related subject areas

ADVISORY RESPONSIBILITY

The postholder is required to provide the following advice:

- | | |
|---|----------|
| • Procedural advice | Advanced |
| • Technical/functional/operational advice | Advanced |
| • Department policy/strategy | Expert |
| • Government/Public Service policy/strategy | Advanced |

IMPACT

The postholder's work directly influences:

- Immediate working environment (e.g. own section) Extensive
- Wider work environment (bigger than immediate but smaller than own directorate - e.g. own division) Extensive
- Own directorate/chief directorate/branch Moderate
- Own department Limited

The type and extent of the post's impact is:

- Provision of advice to senior managers/colleagues Extensive
- Impact on departmental policy Moderate

RISK OF ERRORS

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes
- Complexity

The majority of errors would be detected:

Within the directorate/Chief Directorate/Branch

The consequence of error is:

Significant impact, difficult to detect and/or would be costly to correct

Errors are detected:

Within a month

The system's assessment is... Level 8

3. THINKING DEMANDS

UNDERSTANDING JOB INFO

The job information received/issues considered usually concern:

Wide ranging but related subject areas

The postholder must regularly absorb and understand the following information/issues:

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- Work instructions/guidance Standard
- Procedural Complex
- Functional/operational/technical/professional Complex
- Department policy/strategy Complex
- Government/Public Service policy/strategy Complex

The information available to the postholder is:

Mostly incomplete

The postholder is required to carry out the following analysis on information:

- Gather relevant information Frequently
- Analyse information Frequently
- Present results of analysis Frequently
- Identify areas for analysis and outputs required Frequently
- Judge the significance of analysis Sometimes

PROBLEM SOLVING

Assistance or advice available to the postholder includes:

- Referral to a more senior or experienced employee (does not refer to direct supervisor/manager only) Almost Always
- Standing instructions or procedures Almost Always
- Functional/technical/professional standards/guidelines Almost Always
- Established precedents Usually
- Detailed policy guidelines (e.g. departmental policies) Almost Always
- Broad Policy (e.g. public service policy) Almost Always

The following best describes the majority of conclusions made by the postholder:

Complex/adaptive

Problem solving that is subject to deadlines are:

- Immediate Infrequent
- Within the day Infrequent
- Within the week Frequent
- Within a month or longer Frequent

PLANNING

Planning is guided by the following existing plans/precedents:

- Work processes
- Application/implementation of policy or procedures
- Resource allocation

The postholder's planning impacts the following areas:

- Immediate working environment (e.g. own section)
- Wider working environment (bigger than immediate but smaller than directorate, own division)
- Own directorate/chief directorate/branch

AUTHORITY

The level of decision making required by the job is:

Interpretive decisions

The postholder is expected to take decisions or make recommendations in the following areas:

- Planning/organising own work
- Planning and prioritising the work of others
- Resolving job problems referred by others
- Authorising actions by others
- Recommend/decide on minor change
- Recommending actions requiring minor resource commitment
- Recommending minor changes to policy

CREATIVITY

The level of innovation/creativity required is:

High

The system's assessment is... Level 6

4. KNOWLEDGE

BREADTH OF KNOWLEDGE

The range and depth of knowledge required is best described as:

Deep knowledge of a wide range of activities

PRIOR EXPERIENCE

The postholder requires the following experience before entering the post:

Administrative 3-5 yrs

QUALIFICATIONS

The following minimum qualification is required for the post:

NQF level 7 (Bachelor's Degree/Advanced Diploma)

SKILLS

The following specific skills are required for the job:

- | | |
|----------------------------|--------------|
| • Numeracy | Basic |
| • Literacy | Intermediate |
| • Computer literacy | Basic |
| • Language skills | Intermediate |
| • Accounting/Finance/Audit | Basic |

No specific skills are required for the job from List 2.

The system's assessment is... Level 6

5. COMMUNICATION

RANGE OF CONTACTS

The postholder's main contacts, as a requirement of their job, are:

- | | |
|---------------------------|-------|
| • Co-workers | Daily |
| • Supervisors | Daily |
| • Supervisees (own staff) | Daily |

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- Management Daily
- Senior Management Weekly
- Other Departments Monthly

Additional contacts are:

- Private Sector organisations/public entities Monthly

CONTENT OF COMMUNICATION

The postholder regularly has to communicate the following types of information:

- General Information Standard
- Procedural information Standard
- Functional/operational/technical/professional Complex
- Relationship establishment and maintenance Standard
- Department policy/strategy Complex
- Public Service policy/strategy Complex

VERBAL COMMUNICATION

The postholder requires the following communication skills:

- Routine exchange of information requiring helpfulness and politeness Daily
- Providing or obtaining information requiring simple explanation Daily
- Providing or obtaining information requiring difficult explanation Weekly
- Providing or obtaining sensitive information requiring tact and diplomacy Weekly
- Influencing skills Weekly
- Formal presentation/facilitation skills/public speaking Occasionally

WRITTEN COMMUNICATIONS

The postholder is required to produce the following written communications:

- Routine notes/memos/letters Daily
- Routine documents Weekly

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- Standard documents Weekly
- Complex documents Monthly

The system's assessment is... Level 6

6. ENVIRONMENT

PHYSICAL ENVIRONMENT

The postholder is not subject to any hostile or violent situations.

The postholder is not subject to any traumatic situations.

PHYSICAL DEMANDS

The following physical demands are made on the postholder:

- Prolonged use of computer Weekly

The postholder is subject to the following unsociable conditions or hours:

- Additional hours Monthly
- Weekend/shift working Occasionally
- Travel on business outside normal hours Monthly
- Working away from base (overnight) Occasionally

HAZARDOUS CONDITIONS

The postholder is not exposed to any hazardous conditions.

The system's assessment is... Level 2