JOB INFORMATION

1. INTERVIEW AND JOB DETAILS

1.1. Interview details

Name/s of Interviewer/s	Gert
Input Date	30-Aug-2015
Method of Info Collection	Benchmark

1.2. Job details

Identifier	ID 02993
Job Title	Assistant Directors: Supply Chain Management
Department Job ID	
CORE	Management and General Support Personnel
Number of Posts	1

1.3. Job evaluation summary

Public Service Benchmark	
Archive Job	No
Lock Job	No
Last Modified Date	03-Jul-2018
Modified By	Mabu

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**

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:

• 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

• 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

- 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