

## **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 03520                                 |
| Job Title         | Deputy Director: Asset 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 | 25-Nov-2015 |
| Modified By        | Gert        |

#### **1.4. Other**

|           |                                     |
|-----------|-------------------------------------|
| Score     | 622,45                              |
| Grade     | 11                                  |
| Job Owner | Assistant System Administrator Role |

## **JOB PROFILE SUMMARY**

|                            |           |
|----------------------------|-----------|
| <b>2. Responsibility</b>   | <b>10</b> |
| <b>3. Thinking Demands</b> | <b>8</b>  |
| <b>4. Knowledge</b>        | <b>7</b>  |

**Deputy Director: Asset Management**

**Evaluate  
1. Job Summary**

|                         |          |
|-------------------------|----------|
| <b>5. Communication</b> | <b>6</b> |
| <b>6. Environment</b>   | <b>2</b> |

## **2. RESPONSIBILITY**

### **HUMAN RESOURCES**

#### **MANAGE STAFF DIRECTLY**

The postholder DIRECTLY manages the following staff:

- Middle Management 2

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 1 - 5
- 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 Tens 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
  - Employee supervision (e.g. first line supervision)
  - Employee management (e.g. higher level management)

Core responsibilities of the job from List 2 are:

- Policy analysis/Interpretation
- Policy Development
- Functional/Operational/Technical strategy

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 Expert

## Deputy Director: Asset Management

## Evaluate 2. Job Report

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

### 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  | Extensive |
| • Own department  | Moderate  |

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:

Major impact, hard to detect, and/or would be very costly and/or time consuming to correct

Errors are detected:

Within a month

**The system's assessment is... Level 10**

### **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 Complex
- 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 Frequently

#### **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:

Judgemental 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 8**

**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:

Middle Management 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
- Driving Basic
- Computer literacy Intermediate
- Language skills Intermediate
- Project management Basic
- Accounting/Finance/Audit Intermediate

The following specific skills are required for the job:

- Strategic planning (including operational planning) Basic

**The system's assessment is... Level 7**



## **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       | Daily   |
| • 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               | Weekly |

tact and diplomacy

- Motivational skills Monthly
- Influencing skills Weekly
- Formal presentation/facilitation skills/public speaking Monthly

**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
- Complex reports 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
- Diving Monthly

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

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

**HAZARDOUS CONDITIONS**

The postholder is not exposed to any hazardous conditions.

**Deputy Director: Asset Management**

**Evaluate  
2. Job Report**

**The system's assessment is... Level 2**

