

## **JOB INFORMATION**

### **1. INTERVIEW AND JOB DETAILS**

#### 1.1. Interview details

Name/s of Interviewer/s	Gert
Input Date	16-Aug-2015
Method of Info Collection	Benchmark

#### 1.2. Job details

Identifier	ID 02862
Job Title	Assistant Director: Finance (Financial Accounting/Mangement Accounting)

Department Job ID

CORE	Management and General Support Personnel
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Number of Posts	1
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#### 1.3. Job evaluation summary

Public Service Benchmark

Archive Job	No
Lock Job	No
Last Modified Date	22-Nov-2016
Modified By	Gert

#### 1.4. Other

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

## **JOB PROFILE SUMMARY**

<b>2. Responsibility</b>	<b>8</b>
<b>3. Thinking Demands</b>	<b>6</b>
<b>4. Knowledge</b>	<b>6</b>

**Assistant Director: Finance (Financial Accounting/Mangement Accounting)**

**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:

## Assistant Director: Finance (Financial Accounting/Mangement Accounting)

### Evaluate 2. Job Report

- |   |          |
|---|----------|
| • 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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### **Evaluate 2. Job Report**

- 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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2. Job Report**

- 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**