

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Orthopaedic Shoemaker

Core :

Post level and salary code : 5

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

### B. JOB PURPOSE

To manufacture and repair surgical foot wear.

#### KEY PERFORMANCE AREAS

##### (a) Measuring and fitment of surgical foot wear

- Measure patients' surgical footwear per instructions
- Fit patients' surgical footwear per instructions
- Repair the surgical footwear
- Manufacturing of surgical footwear
- Completion of job card and related documents
- Explain fitment procedure to clients
- Participate in clinical outreach services

##### (b) Rendering Administrative support

- Check own equipment and report faults
- Compile weekly reports to supervisor

##### (c) Implement the quality assurance programmes

- Adhere to the Policies, guidelines, procedures and protocols.
- Comply with service standards
- Exercise quality patient care.

### C. INHERENT REQUIREMENTS OF THE JOB:

#### Skills and Competencies

The following are skills and competencies required towards achieving the goals of the department.

<b>Competencies</b>	<b>Skills required</b>
Job Knowledge	Computer
Communication	Organising and planning skills
Service delivery	Language
Flexibility and dependability	Good verbal and written communication skills
Teamwork	Time management
Problem solving	Hand skills

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be adjusted to fit the level of the job. The competency framework is available at <http://www.dpsa.gov.za/dpsa2g/documents/ep/MMCFDictionaryConsolidated18July.pdf>

### E. KNOWLEDGE REQUIREMENTS

General knowledge of routine tasks (especially the usage of hand held tools).

### D. APPOINTMENT REQUIREMENTS

NQF level 4 or 5 (A grade 12 certificate or equivalent).

#### Minimum experience

Two (2) years' experience

### E. CAREER PATHING

Compliance with the requirement of higher posts.

### F. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

**G. PERFORMANCE AGREEMENT**

The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

**H. JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POSTHOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**