

GENERIC JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER :

JOB TITLE : **Assistant Director: Provincial Infrastructure Performance Management**

CORE CODE :

POST LEVEL AND SALARY CODE : **9**

LOCATION :

POST REPORTS TO : **Deputy Director: Provincial Infrastructure Performance Management**

DATE OF APPOINTMENT :

B. JOB PURPOSE

To support Provincial Departments and Provincial Public Entities with the implementation of infrastructure delivery.

C. KEY PERFORMANCE AREAS

1. Monitor Provincial Infrastructure Performance Management

- a) Analyse, monitor and report on relevant infrastructure legislative requirements as well as Service Level/Delivery Agreements.
- b) Identify risks and provide inputs to the Provincial Infrastructure Delivery Management System.
- c) Provide inputs to the design of standard operating procedures and Codes of Practices for financial and budgetary functions in the infrastructure delivery value chain.
- d) Provide inputs for Provincial Treasury Instructions, Frameworks, Best Practice Notes and Circulars.

2. Report on Provincial Infrastructure Financial Management

- a) Analyse and compile reports on compliance with relevant DoRA sections, PFMA and conditional grant frameworks.
- b) Obtain financial information for relevant infrastructure forums.
- c) Coordinate requests for financial roll-overs.
- d) Prepare and provide inputs to National Treasury on the formulation of DoRA.
- e) Provide inputs pertaining to financial oversight in terms of Construction Procurement Plans.

3. Support Provincial Infrastructure Planning Portfolio Management

- a) Assess the affordability of infrastructure implications.
- b) Provide inputs into the assessment of Infrastructure Asset Management Plans.
- c) Provide inputs and guidance at the Infrastructure Medium-Term Expenditure hearings and related forums.
- d) Provide financial inputs to Public Private Partnerships infrastructure projects.

4. Support Provincial Infrastructure Projects/Programmes

- a) Collect and analyse financial data in terms of Service Delivery Agreements.
- b) Assess Provincial Infrastructure Programme Management Plans and Infrastructure Programme Implementation Plans and make recommendations for improvements.
- c) Conduct site visits and compile reports thereof.
- d) Analyse and report on annual evaluation of Provincial Infrastructure projects/programmes.

5. Support Infrastructure Capacity Building initiatives

- a) Coordinate IDMS training needs.
- b) Identify and advise on best practices on Provincial Infrastructure delivery.
- c) Participate in relevant Communities of Practice in the Province.
- d) Assess and report on DoRA Human Resources reports.

D. INHERENT REQUIREMENTS OF THE JOB

Consult the competency framework for middle managers and determine the skills and competencies required for this job. The competency framework is available at Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/dpsa2q/documents/ep/MMCFDictionaryConsolidated18July.pdf>

E. MINIMUM APPOINTMENT REQUIREMENTS

- a) Appropriate Degree or equivalent in Finance, Economics, Commerce or Built environment;
- b) Valid driver's license (code B);
- c) A minimum of 5 years relevant functional experience in monitoring infrastructure projects/programmes;
- d) Extensive knowledge and understanding of public service policies and procedures
- e) Working knowledge of the functioning of National/Provincial as well as Local Government
- f) Basic knowledge of Microsoft Office Applications
- g) Knowledge of Financial Management;
- h) Knowledge of Project Management.

G. CAREER PATHING

Compliance with the requirement of higher posts.

H. 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.

I. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work plan 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.

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

JOB INFORMATION

1. INTERVIEW AND JOB DETAILS

1.1. Interview details

Input Date 20-Nov-2018

1.2. Job details

Identifier ID 24623

Job Title Assistant Director: Provincial Infrastructure
Performance Management (Coordination Process)

Department/Provincial Administration/Other Org. Department of Public Service and Administration

Component Infrastructure Management

Location Provincial Treasuries

1.3. Job evaluation summary

Public Service Benchmark

Archive Job No

Lock Job No

Last Modified Date 23-Nov-2018

Modified By Nkosi

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: Provincial Infrastructure Performance Management
(Coordination Process)**

**Evaluate
1. Job Summary**

5. Communication	6
6. Environment	2

2. RESPONSIBILITY

HUMAN RESOURCES

The postholder is not required to manage staff.

Help: This includes staff not directly managed by the job holder

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

The value of the equipment described above is:

R 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

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**Evaluate
2. Job Report**

Core responsibilities of the job from List 2 are:

- Policy analysis/interpretation
- Policy Development

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 |
| • Technical/functional/operational advice | Expert |
| • Department policy/strategy | Advanced |
| • 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 |
| • Other departments | Moderate |
| • Private sector organisations/Public Entities/International Organisations | Moderate |
| • Sector/Industry | 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:

Wider working environment (e.g. bigger than immediate but smaller than directorate e.g. division)

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:

Several 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:

Partially 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 | Sometimes |
| • Judge the significance of analysis | Occasionally |

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 Almost Always
- 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

The postholder's planning impacts the following areas:

- The jobholder's own work
- 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:

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Interpretive decisions

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

- Planning/organising own work
- Resolving job problems referred 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 narrow 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 Intermediate
- Literacy Intermediate

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Evaluate 2. Job Report

- | | |
|----------------------|--------------|
| • Driving | Basic |
| • Computer literacy | Intermediate |
| • Language skills | Intermediate |
| • Project management | 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 |
| • Management | Daily |
| • Senior Management | Monthly |
| • Other Departments | Weekly |
| • Local government officials | Occasionally |

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 | Complex |
| • Functional/operational/technical/professional | Standard |
| • 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 Monthly

WRITTEN COMMUNICATIONS

The postholder is required to produce the following written communications:

- Routine notes/memos/letters Daily
- Routine documents Daily
- Standard documents Weekly
- Complex documents Monthly
- Complex reports Occasionally

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 Monthly

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

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**Evaluate
2. Job Report**

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

HAZARDOUS CONDITIONS

The postholder is not exposed to any hazardous conditions.

The system's assessment is... Level 2