

## GENERIC JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

**POST HOLDER** :

**JOB TITLE** : **Assistant Director: Public Private Partnerships**

**CORE CODE** :

**POST LEVEL AND SALARY CODE** : **9**

**LOCATION** :

**POST REPORTS TO** : **Deputy Director: Public Private Partnerships**

**DATE OF APPOINTMENT** :

### B. JOB PURPOSE

To facilitate the implementation of Municipal and Provincial Public Private Partnerships (PPP) infrastructure projects.

### C. KEY PERFORMANCE AREAS

#### 1. Conduct assessment of potential PPP infrastructure projects

- a) Collect data material.
- b) Conduct studies/research and benchmark on service delivery with other institutions within public and private sector.
- c) Conduct preliminary evaluations and the assessment of financial analysis.
- d) Provide inputs in the development of PPP marketing strategy, branding, market, targeting, materials and distribution.

#### 2. Provide support in the implementation of PPP infrastructure projects

- a) Compile guidelines on PPP's projects.
- b) Promote relationship with relevant stakeholders.
- c) Provide inputs in the development of project plans.
- d) Provide administrative support for the execution of the plans.

**3. Analyse restructuring projects and feasibility studies for non-core functional services**

- a) Participate in budget related meetings.
- b) Prepare budget inputs and expenditure reports for the unit.
- c) Compile PPP and restructuring projects data base.

**4. Provide technical assistance, support and advice for PPP Infrastructure projects**

- a) Support the execution of detailed financial analysis of PPP's projects.
- b) Provide assistance with project inceptions register.
- c) Provide input in the assessment of capacity at institutions
- d) Assist in the assessment of value-for-money criterion.
- e) Provide inputs to training and marketing of PPPs in the province.

**5. Monitor compliance with relevant regulations governing PPP's.**

- a) Provide administrative assistance to all Treasury approvals, reviews and recommendations.
- b) Ensure compliance to MFMA, MSA and PFMA (TR16) regarding provision of reviews, recommendations and approvals.
- c) Monitor compliance with SLA/contractual agreements.

**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/dpsa2g/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 28-Nov-2018

#### 1.2. Job details

Identifier ID 24685

Job Title Assistant Director: Public Private Partnerships  
(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 28-Nov-2018

Modified By Nkosi

#### 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>
<b>5. Communication</b>	<b>6</b>

**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

Core responsibilities of the job from List 2 are:

## Assistant Director: Public Private Partnerships (Coordination Process)

### Evaluate 2. Job Report

- 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:

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 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 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:

## **Assistant Director: Public Private Partnerships (Coordination Process)**

### **Evaluate 2. Job Report**

- 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:

- Additional hours Occasionally
- Travel on business outside normal hours Monthly

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**Evaluate  
2. Job Report**

- Working away from base (overnight)

Monthly

**HAZARDOUS CONDITIONS**

The postholder is not exposed to any hazardous conditions.

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