

## GENERIC JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

**POST HOLDER** :

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

**CORE CODE** :

**POST LEVEL AND SALARY CODE** : 11

**LOCATION** :

**POST REPORTS TO** : **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. Support Provincial Infrastructure Performance Management

- a) Provide inputs in order to prepare and update the framework for the Provincial Infrastructure Delivery Management System.
- b) Identify risks, review and update the risk mitigation strategy for the implementation of the framework for the Provincial Infrastructure Delivery Management System.
- c) Provide inputs to the design and implementation of the performance management system for the delivery of infrastructure.
- d) Analyse, monitor and report on relevant infrastructure legislative requirements.
- e) Provide inputs to the design of standard operating procedures and Codes of Practices for financial and budgetary functions in the infrastructure delivery value chain.
- f) Provide inputs for Provincial Treasury Instructions, Frameworks, Best Practice Notes and Circulars.

#### 2. Monitor Infrastructure Financial Management

- a) Monitor and report on compliance with relevant DoRA sections, PFMA and conditional grant frameworks.

- b) Provide financial inputs to relevant Infrastructure forums.
- c) Provide inputs to National Treasury on the formulation of DoRA.
- d) Provide inputs to infrastructure budget guidelines.
- e) Review requests for financial roll-overs and make recommendations.

### **3. Provide guidance on Infrastructure Planning Portfolio Management**

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

### **4. Provide guidance on Infrastructure Project/Programmes**

- a) Monitor financial aspects in terms of the implementation of Service Level/Delivery Agreements.
- b) Assess Infrastructure Programme Management Plans and make recommendations.
- c) Analyse and report on annual evaluation of infrastructure projects/programmes.

### **5. Support Infrastructure Capacity Building initiatives**

- a) Provide training on IDMS.
- b) Prepare and document best practices on 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/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 at Assistant Director level 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

Name/s of Interviewer/s	Job Analyst - Provincial Treasuries
Name/s and Contact Details of Interviewee/s	Content Owners - Provincial Treasuries
Input Date	20-Nov-2018
Method of Info Collection	Interviews & Job Descriptions

#### 1.2. Job details

Identifier	ID 24621
Job Title	Deputy 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	22-Nov-2018
Modified By	Nkosi

#### 1.4. Other

Score	616,62
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>6</b>
<b>5. Communication</b>	<b>7</b>
<b>6. Environment</b>	<b>2</b>

## **2. RESPONSIBILITY**

### **HUMAN RESOURCES**

#### **MANAGE STAFF DIRECTLY**

The postholder DIRECTLY manages the following staff:

- Middle Management 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)
- Establishment control and planning

#### **MANAGE STAFF INDIRECTLY**

The postholder is not required to manage staff indirectly.

#### **MANAGE OTHER STAFF**

In addition to the above, the postholder is required to oversee or manage the following staff:

- Monthly 11 - 20 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 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)

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

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- 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 Extensive
- Own department Extensive
- Other departments Moderate
- General public Limited
- Private sector organisations/Public Entities/International Organisations Moderate
- Sector/Industry Limited
- Local Government 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:

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:

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 | 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 |

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- |   |               |
|---|---------------|
| • 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
- Statistical forecasting
- Operational planning

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:

Judgemental decisions

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

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- 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 actions requiring major 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 narrow 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

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

The following specific skills are required for the job:

- Strategic planning (including operational planning) Basic

**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
- Management Daily
- Senior Management Daily
- Other Departments Weekly
- Local government officials Monthly

Additional contacts are:

- Private Sector organisations/public entities Weekly

### **CONTENT OF COMMUNICATION**

The postholder regularly has to communicate the following types of information:

- General Information Standard
- Procedural information Complex
- Functional/operational/technical/professional Complex
- Relationship establishment and maintenance Standard

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- 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 Daily
- Providing or obtaining sensitive information requiring tact and diplomacy Weekly
- Motivational skills Monthly
- Influencing skills Monthly
- Formal presentation/facilitation skills/public speaking Monthly
- Negotiation skills Occasionally

**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 7**

**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
- 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**