

GENERIC JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER	:	
JOB TITLE	:	Director: Provincial Infrastructure Performance Management
CORE CODE	:	
POST LEVEL AND SALARY CODE	:	13
LOCATION	:	
POST REPORTS TO	:	Chief Director: Infrastructure Management
DATE OF APPOINTMENT	:	

B. JOB PURPOSE

To monitor and oversee infrastructure delivery by Provincial Departments and Provincial Public Entities.

C. KEY PERFORMANCE AREAS

1. Oversee and support Provincial Infrastructure Performance Management

- a) Develop, review and update the Provincial Infrastructure Delivery Management Framework, performance management system and risk management system.
- b) Manage the implementation of the Provincial Infrastructure Delivery Management Framework, Risk and Performance Management Systems.
- c) Formulate inputs for submission to National Treasury on guidelines for Infrastructure Performance as well as Infrastructure Delivery Management Toolkit.
- d) Manage the assessments of Service Delivery Agreements.
- e) Formulate and update the terms of reference for the institutionalisation of high-level infrastructure governance structures.
- f) Manage the development of infrastructure policies and systems required for improving infrastructure delivery performance.
- g) Manage the development, updating and implementation of standard operating procedures, Codes of Practice and Frameworks, Best Practice Notes/Circulars.
- h) Manage the implementation of capacity building activities for improved infrastructure performance.
- i) Manage the development of best practices and implement training, communities of practice and related interventions to enforce improved infrastructure management.
- j) Manage the implementation of monitoring models to track infrastructure performance.
- k) Manage the implementation of gateways reviews as required in terms of the National Treasury Procurement Standards.

2. Support and monitor Provincial Infrastructure Financial Management

- a) Manage the implementation of assessments of infrastructure budgets against cost norms, work-in-progress and commitments.
- b) Manage the implementation of assessments of pre-feasibility and feasibility studies.
- c) Implement activities to assess progress and value-for-money in terms of how budgets are achieving the deliverables and make recommendations.
- d) Manage the review of Provincial infrastructure projects where spending exceeds contract values.
- e) Consolidate inputs for the assessments of roll-overs in line with sector specific criteria.
- f) Validate the findings and recommendations on infrastructure performance.
- g) Manage the implementation of measurement methodologies to assess the impact of preventative maintenance.
- h) Monitor compliance with regard to relevant legislation and prescripts by relevant role-players.

3. Support and monitor Provincial Infrastructure Planning Portfolio Management

- a) Coordinate Infrastructure Medium-Term Expenditure Committee Meetings [MTECs].
- b) Manage the assessments of Departmental Services Plans, Strategic Plans and Annual Performance Plans for Provincial Departments.
- c) Manage the assessment of Infrastructure Asset Management plans and procurement strategies/plans.
- d) Assess the capacity of Implementing Agents.
- e) Provide inputs to integrated infrastructure planning from a Provincial Departmental perspective.

4. Support and monitor Provincial Infrastructure Projects/Programmes

- a) Monitor adherence to Service Delivery Agreements and report on progress.
- b) Consolidate reports on progress related to the implementation of infrastructure projects/programmes.
- c) Monitor infrastructure procurement processes.
- d) Provide inputs to the Transversal Supply Chain Management focussing on the promotion of effective and efficient implementation of Provincial infrastructure projects/programmes.
- e) Coordinate the assessment of Infrastructure Programme Management plans and implementation Plans.
- f) Monitor implementation of infrastructure project plans.

5. Support and monitor Operations, Services and Maintenance

- a) Oversee the validation of plans and budgets for conditions and functional assessments and prepare reports.
- b) Oversee and monitor maintenance plans and budgets.
- c) Assess immovable assets transferred to Provincial departments and public entities and ensure that there is adequate budget.

D. INHERENT REQUIREMENTS OF THE JOB

Consult the Competency Framework for the SMS to determine the skills and competencies required for the specific job.

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 6 years relevant middle management experience;
- 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.

F. CAREER PATHING

Compliance with the requirements of the higher post.

G. 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.

H. 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.

I. JOB DESCRIPTION AGREEMENT

We, the undersigned, agree that the content of the completed Job Description gives an accurate outline and picture of the job:

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 Analysts - 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 Description

1.2. Job details

Identifier	ID 24617
Job Title	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	760,77
Grade	13
Job Owner	Assistant System Administrator Role

JOB PROFILE SUMMARY

2. Responsibility	12
3. Thinking Demands	10
4. Knowledge	9
5. Communication	7
6. Environment	2

2. RESPONSIBILITY

HUMAN RESOURCES

MANAGE STAFF DIRECTLY

The postholder DIRECTLY manages the following staff:

- Administrative 1
- 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
- Directorate or higher management

MANAGE STAFF INDIRECTLY

The post holder is not required to indirectly manage more than 1000 staff.

The postholder INDIRECTLY manages the following staff:

- Middle Management 6 - 10

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 the following responsibility for expenditure:

Expenditure amount R tens of thousands

The postholder has the following authority for expenditure:

- Monitoring of expenditure
- Authorising and controlling expenditure against budget
- Recommend budget levels
- Budget holder

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
- Main purchase recommendation

The value of the equipment described above is:

R Tens of thousands

STORES & LIVESTOCK

The postholder is responsible for the following stores/livestock:

- Stationery

The value of stores/livestock is:

R tens of thousands

The postholder's responsibility covers:

- Manages stores

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)
- Employee management (e.g. higher level management)

Core responsibilities of the job from List 2 are:

- Policy analysis/interpretation
- Policy Development
- Project management (where this is a significant part of the job)
- Functional/Operational/Technical strategy
- National/Provincial Departmental strategy

The structure of the job is best described as:

Complex work content often across unrelated subject areas requiring frequent interpretation and integration

ADVISORY RESPONSIBILITY

The postholder is required to provide the following advice:

- | | |
|---|-----------|
| • Procedural advice | Expert |
| • Technical/functional/operational advice | Expert |
| • Department policy/strategy | Strategic |
| • Government/Public Service policy/strategy | Strategic |

IMPACT

The postholder's work directly influences:

- | | |
|--|-----------|
| • Immediate working environment (e.g. own section) | Extensive |
|--|-----------|

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2. Job Report**

- | | |
|---|-----------|
| • 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 | Extensive |
| • Private sector organisations/Public Entities/International Organisations | Extensive |
| • Sector/Industry | Extensive |
| • Local Government | Limited |
| • Political office bearers | Moderate |

The type and extent of the post's impact is:

- | | |
|--|-----------|
| • Over/under spend of a single budget for which the jobholder is directly responsible | Extensive |
| • Over/under spend of a combination of budgets | Limited |
| • Legal | Limited |
| • Provision of advice to senior managers/colleagues | Extensive |
| • Impact on services provided to the General Public | Limited |
| • Impact on departmental policy | Extensive |
| • Provision of advice to political office bearers (Minister, MEC, Municipal Executive Council) | Extensive |

RISK OF ERRORS

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes
- Complexity
- Political pressure

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 12

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:

- 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:

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 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) Usually
- Standing instructions or procedures Almost Always

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- | | |
|---|---------------|
| • Functional/technical/professional standards/guidelines | Almost Always |
| • Established precedents | Almost Always |
| • Detailed policy guidelines (e.g. departmental policies) | Usually |
| • 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
- Project planning
- Statistical forecasting
- Operational planning
- Strategic 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
- Own department/provincial administration
- Other departments/Local Governments

AUTHORITY

The level of decision making required by the job is:

Direction 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
- Recommend/decide on major change
- Controlling projects
- Recommending actions requiring minor resource commitment
- Recommending actions requiring major resource commitment
- Recommending minor changes to policy
- Recommending major change to policy

CREATIVITY

The level of innovation/creativity required is:

High

The system's assessment is... Level 10

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:

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Middle Management

6-10 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 |
| • Driving | Basic |
| • Computer literacy | Intermediate |
| • Language skills | Intermediate |
| • Project management | Intermediate |
| • 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 9

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 | Monthly |
| • Political office bearers | Occasionally |

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- 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 Complex
- Relationship establishment and maintenance Complex
- 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
- Motivational skills Monthly
- Influencing skills Weekly
- 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

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- Standard documents Weekly
- Complex documents Monthly
- Complex reports Monthly

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 Monthly

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

- Additional hours Daily
- Weekend/shift working 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