

## GENERIC JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

**POST HOLDER** :

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

**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 the implementation of provincial and municipal public private partnerships (PPP) infrastructure projects.

### C. KEY PERFORMANCE AREAS

#### 1. **Oversee the identification and assessment of potential PPP infrastructure projects**

- a) Guide the conducting of studies/research and benchmarking of service delivery with other institutions within the public and private sector.
- b) Promote and guide the development of preliminary evaluations of the models to identify the most suitable model for the Government.
- c) Design and oversee the delivery of a PPP marketing strategy, branding, market, targeting, materials, development and distribution.
- d) Compile business cases including the processes involved in the appointment and management of transactional advisors.
- e) Negotiate PPP's agreements.

#### 2. **Oversee the implementation of PPP infrastructure projects**

- a) Guide stakeholders in the development of shareholder compacts.
- b) Guide and lead research on the performance of the public private partnerships and identification of areas for bottlenecks or improvement.
- c) Manage the development of appropriate restructuring model of non-core functions for implementation.
- d) Direct and support the development, implementation and monitoring of plans for proposed restructuring models.
- e) Develop terms of references (ToFs) and manage project plans as per contractual agreements or Service Level Agreements (SLA).
- f) Obtain appropriate mandates and approvals.

### **3. Manage and oversee the restructuring projects and feasibility studies for non-core functional services**

- a) Ensure the provision of assistance with project inception register.
- b) Evaluate capacity at institutions.
- c) Guide and support the development of procurement documents and PPP's agreements.
- d) Assess value-for-money criterion.
- e) Manage technical assistance including all stakeholders.
- f) Provide support to Departments and municipalities regarding implementation of contract management.

### **4. 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 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	28-Nov-2018
Method of Info Collection	Interviews & Job Description

1.2. Job details

Identifier	ID 24681
Job Title	Director: Public Private Partnership (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	760,77
Grade	13
Job Owner	Assistant System Administrator Role

**JOB PROFILE SUMMARY**

<b>2. Responsibility</b>	<b>12</b>
<b>3. Thinking Demands</b>	<b>10</b>
<b>4. Knowledge</b>	<b>9</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:

- 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:

## **Director: Public Private Partnership (Coordination Process)**

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

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 |
| • 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 |



## Director: Public Private Partnership (Coordination Process)

## Evaluate 2. Job Report

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

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 |
| • 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

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## **Evaluate 2. Job Report**

- 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:

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:

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### Evaluate 2. Job Report

• 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
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**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	Occasionally
• Political office bearers	Monthly
• Local government officials	Monthly

Additional contacts are:

• Private Sector organisations/public entities	Monthly
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### CONTENT OF COMMUNICATION

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

• General Information	Standard
• Procedural information	Complex

## Director: Public Private Partnership (Coordination Process)

### Evaluate 2. Job Report

- 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
- 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**