

GENERIC JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

POST HOLDER :

JOB TITLE : Chief Director: Infrastructure Management

CORE CODE :

POST LEVEL AND SALARY CODE : 14

LOCATION :

POST REPORTS TO : DDG: Sustainable Resource Management/HoD

DATE OF APPOINTMENT :

B. JOB PURPOSE

To provide strategic leadership in the monitoring and oversight of infrastructure projects of Provincial Departments, Provincial Public Entities, Municipalities, Municipal Public Entities and Public Private Partnerships

C. KEY PERFORMANCE AREAS

1. Provide oversight and support with regard to Infrastructure Performance Management

- a) Direct the development, review and updating of the Infrastructure Delivery Management Framework(s), performance and risk management systems and implementation strategies.
- b) Direct the assessment of Service Delivery Agreements.
- c) Provide leadership to and direct the functioning of high level governance/institutional structures to manage infrastructure projects/programmes in the Province.
- d) Direct the development, updating and implementation of infrastructure policies, systems, standard operating procedures, Codes of Practice and Best Practice Notes/Circulars.
- e) Direct, facilitate and support capacity building for improved infrastructure performance.
- f) Direct the design and application of monitoring models to track infrastructure performance.

2. Oversee the monitoring of Infrastructure Financial Management

- a) Direct the assessments of infrastructure budgets against cost norms, work-in-progress and commitments.
- b) Provide guidance with regard to the assessments of pre-feasibility, feasibility studies and Business Plans for Municipal Infrastructure Grants.
- c) Provide guidance with regard to the assessments of proposals for Municipal Borrowing and Pledging.
- d) Provide guidance with regard to the assessments to determine progress and value-for-money in terms of how infrastructure budgets are achieving intended deliverables.
- e) Provide guidance with regard to the assessments for financial roll-overs in line with sector specific criteria.
- f) Provide guidance with regard to the reviews of infrastructure projects where spending exceeds contract values.
- g) Provide guidance with regard to the validation of findings and recommendations on infrastructure performance.
- h) Provide guidance with regard to the implementation of control gates and cycles in terms of National Treasury Infrastructure Delivery and Procurement Frameworks.

3. Provide monitoring, oversight and support with regard to Infrastructure Planning Portfolio Management.

- a) Provide guidance with regard to integrated spatial infrastructure planning in the Province.
- b) Lead the Infrastructure Medium-Term Expenditure Committee Meetings.
- c) Guide the identification, promotion and assessment of Public Private Partnerships.
- d) Guide the assessments of Departmental Services Plans, Strategic Plans and Annual Performance Plans for Provincial Departments, Sector Services Plans and Integrated Development Plans for Municipalities.
- e) Guide the assessments of all Infrastructure Plans and procurement delivery management arrangements.
- f) Evaluate the capacity of implementing Agents.

4. Provide monitoring and oversight of Infrastructure Projects/Programmes

- a) Guide validations to ascertain adherence to the implementation of Service Delivery Agreements.
- b) Guide the assessments of Infrastructure Programme Management Plans, Infrastructure Programme Implementation Plans, Service Delivery Budget Implementation Plans and Consolidated Infrastructure Plans.
- c) Provide advice/inputs with regard to the review of infrastructure procurement processes during different procurement stages in collaboration with Transversal Supply Chain Management Unit.
- d) Provide guidance and support to Transversal Supply Chain Management Unit to develop procurement strategies focussing on the promotion of effective and efficient implementation of infrastructure projects/programmes.
- e) Guide the review and monitoring of different infrastructure projects/programmes.

5. Provide monitoring and oversight with regard to Operations, Services and Maintenance

- a) Guide the monitoring of processes, plans and budgets for conditions and functional assessments (including any specific requirements stated in the OHS Act).
- b) Guide the implementation of maintenance strategies, service delivery models, plans and budgets.
- c) Evaluate the assessment of the integrated provision of municipal services in terms of adequate budgets and cash flows.

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 Postgraduate Degree or equivalent in Finance, Economics, Commerce or Built environment;
- b) Valid driver's license (code B);
- c) A minimum of 6 years relevant senior 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 Descriptions

1.2. Job details

Identifier	ID 24615
Job Title	Chief Director: Infrastructure Management (Coordination Process)
Department/Provincial Administration/Other Org.	Department of Public Service and Administration
Component	Infrastructure Management
Location	Provincial Treasuries
Number of Posts	1

1.3. Job evaluation summary

Public Service Benchmark	
Archive Job	No
Lock Job	No
Last Modified Date	10-Dec-2018
Modified By	Nkosi

1.4. Other

Score	801,6
Grade	14
Job Owner	Assistant System Administrator Role

JOB PROFILE SUMMARY

2. Responsibility	13
3. Thinking Demands	10
4. Knowledge	10
5. Communication	7
6. Environment	2

2. RESPONSIBILITY

HUMAN RESOURCES

MANAGE STAFF DIRECTLY

The postholder DIRECTLY manages the following staff:

- Administrative 1
- Senior 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:

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Expenditure amount

R millions

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 Hundreds of thousands

STORES & LIVESTOCK

The postholder is responsible for the following stores/livestock:

- Stationery
- Printing supplies

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 |

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- | | |
|--|-----------|
| • Own department | Extensive |
| • Other departments | Extensive |
| • Private sector organisations/Public Entities/International Organisations | Extensive |
| • Sector/Industry | Moderate |
| • Local Government | Extensive |
| • 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 | Moderate |
| • Legal | Extensive |
| • Provision of advice to senior managers/colleagues | Extensive |
| • Impact on services provided to the General Public | Moderate |
| • Impact on departmental policy | Extensive |
| • Impact on public service policy | Moderate |
| • 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 department/province

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 quarter

The system's assessment is... Level 13

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 | Usually |
| • Functional/technical/professional standards/guidelines | Usually |
| • Established precedents | Usually |
| • Detailed policy guidelines (e.g. departmental policies) | Almost Always |

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- 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:

- 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:

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2. Job Report**

- 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:

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

The following specific skills are required for the job:

- Strategic planning (including operational planning) Intermediate

The system's assessment is... Level 10

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
- Political office bearers Monthly
- Local government officials Weekly

Additional contacts are:

- Private Sector organisations/public entities Weekly

CONTENT OF COMMUNICATION

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

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

WRITTEN COMMUNICATIONS

The postholder is required to produce the following written communications:

- Routine notes/memos/letters Daily
- Routine documents Weekly
- 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