

JOB INFORMATION

1. INTERVIEW AND JOB DETAILS

1.1. Interview details

Date of Interview	14-Jul-2015
Input Date	20-Aug-2017
Method of Info Collection	Benchmark - JE Co-ordination Process

1.2. Job details

Identifier	ID 14875
Job Title	Linen Supervisor (Benchmark - JE Co-ordination Process)
Department/Provincial Administration/Other Org.	Department of Public Service and Administration

1.3. Job evaluation summary

Public Service Benchmark

Archive Job	No
Lock Job	No
Last Modified Date	21-Jun-2018
Modified By	Mabu

1.4. Other

Score	244,98
Grade	4
Job Owner	Assistant System Administrator Role

JOB PROFILE SUMMARY

2. Responsibility	4
3. Thinking Demands	3
4. Knowledge	3
5. Communication	2

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6. Environment

1

2. RESPONSIBILITY

HUMAN RESOURCES

MANAGE STAFF DIRECTLY

The postholder DIRECTLY manages the following staff:

- Basic manual 5

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

MANAGE STAFF INDIRECTLY

The postholder is not required to manage staff indirectly.

MANAGE OTHER STAFF

The postholder is not required to manage any additional 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:

- Ancillary (cleaning equipment, hand tools, catering equipment etc)

The nature of the involvement is:

- Use or shared use

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- Ensure serviceability
- Control of use by others

The value of the equipment described above is:

R Tens of 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:

- Clerical

The structure of the job is best described as:

Procedural - Work content straightforward but requires some interpretation

ADVISORY RESPONSIBILITY

The postholder is required to provide the following advice:

- | | |
|---|----------|
| • Procedural advice | Standard |
| • Technical/functional/operational advice | Standard |
| • Department policy/strategy | Basic |
| • Government/Public Service policy/strategy | Basic |

IMPACT

The postholder's work directly influences:

- | | |
|---|----------|
| • Immediate working environment (e.g. own section) | Moderate |
| • Wider work environment (bigger than immediate but smaller than own directorate - e.g. own division) | Moderate |
| • Own directorate/chief directorate/branch | Moderate |
| • Own department | Limited |

The postholder does not have an impact in any of the areas given.

RISK OF ERRORS

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes

The majority of errors would be detected:

Immediate working environment (e.g. section)

The consequence of error is:

Could involve time and/or cost to correct

Errors are detected:

Within a week

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 | Routine |
| • Procedural | Routine |
| • Functional/operational/technical/professional | Routine |
| • Department policy/strategy | Routine |

The information available to the postholder is:

Complete

The postholder is required to carry out the following analysis on information:

- | | |
|-------------------------------|------------|
| • Gather relevant information | Frequently |
| • Analyse information | Sometimes |

PROBLEM SOLVING

Assistance or advice available to the postholder includes:

- Referral to a more senior or experienced employee (does Almost Always

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not refer to direct supervisor/manager only)

- 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:

Standard

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

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:

Defined decisions

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

- Planning/organising own work

CREATIVITY

The level of innovation/creativity required is:

Limited

4. KNOWLEDGE

BREADTH OF KNOWLEDGE

The range and depth of knowledge required is best described as:

Knowledge of a limited range of work procedures

PRIOR EXPERIENCE

The postholder requires the following experience before entering the post:

Clerical 6-11 mnts

QUALIFICATIONS

The following minimum qualification is required for the post:

NQF levels 4 and 5 (National Certificate/Higher Certificate)

SKILLS

The following specific skills are required for the job:

- Numeracy Basic
- Literacy Basic

No specific skills are required for the job from List 2.

5. COMMUNICATION

RANGE OF CONTACTS

The postholder's main contacts, as a requirement of their job, are:

- Co-workers Daily
- Supervisors Daily
- Management Monthly
- Senior Management Occasionally

The postholder has no contact with any additional groups as a requirement of their job.

CONTENT OF COMMUNICATION

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

- General Information Routine
- Procedural information Routine

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

WRITTEN COMMUNICATIONS

The postholder is required to produce the following written communications:

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

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 not subject to any unsociable conditions or hours.

HAZARDOUS CONDITIONS

The postholder is not exposed to any hazardous conditions.