

JOB INFORMATION

1. INTERVIEW AND JOB DETAILS

1.1. Interview details

Input Date 21-Aug-2017
Method of Info Collection JE Co-ordination - Benchmark JD

1.2. Job details

Identifier ID 14927
Job Title Orthopaedic Shoemaker (JE Co-ord Process)
Department/Provincial Administration/Other Org. Department of Public Service and Administration

1.3. Job evaluation summary

Benchmark Type: National X
Public Service Benchmark
Archive Job No
Lock Job No
Last Modified Date 28-Aug-2017
Modified By Robert

1.4. Other

Score 311,64
Grade 5
Job Owner Assistant System Administrator Role

JOB PROFILE SUMMARY

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

2. RESPONSIBILITY

HUMAN RESOURCES

The postholder is not required to manage 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)
- Production/manufacturing (machine tools, printing presses etc)

The nature of the involvement is:

- Use or shared use
- Ensure serviceability

The value of the equipment described above is:

R Tens of thousands

STORES & LIVESTOCK

The postholder is responsible for the following stores/livestock:

- Miscellaneous stores

The value of stores/livestock is:

R tens of thousands

The postholder's responsibility covers:

- Safekeeping and utilization of stores

LAND & BUILDINGS

The postholder does not have any responsibility for premises.

AUTONOMY

Core responsibilities of the job from List 1 are:

- Semi-skilled manual (e.g. driver, operator)

The structure of the job is best described as:

Multi-tasked/mainly well-defined

ADVISORY RESPONSIBILITY

The postholder is required to provide the following advice:

- | | |
|---|----------|
| • Procedural advice | Standard |
| • Technical/functional/operational advice | Standard |

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) | Moderate |
| • Own directorate/chief directorate/branch | 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
- Complexity

The majority of errors would be detected:

Wider working environment (e.g. bigger than immediate but smaller than directorate e.g. division)

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:

A single subject area

The postholder must regularly absorb and understand the following information/issues:

- Work instructions/guidance Standard
- Procedural Standard
- Functional/operational/technical/professional Standard

The information available to the postholder is:

Partially incomplete

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

- Gather relevant information Sometimes
- Analyse information Sometimes
- Present results of analysis Sometimes

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

The following best describes the majority of conclusions made by the postholder:

Limited options

Problem solving that is subject to deadlines are:

- Immediate Frequent
- Within the day Frequent
- Within the week Infrequent
- Within a month or longer Infrequent

PLANNING

Planning is guided by the following existing plans/precedents:

- Work processes
- Application/implementation of policy or procedures

The postholder's planning impacts the following areas:

- The jobholder's own work
- Immediate working environment (e.g. own section)

AUTHORITY

The level of decision making required by the job is:

Discretionary 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:

Moderate

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:

Semi-skilled manual 1-2 yrs

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
- Operating equipment Intermediate
- Language skills 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

Additional contacts are:

- Patients Weekly
- General public Occasionally

CONTENT OF COMMUNICATION

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

- General Information Standard
- Procedural information Standard
- Functional/operational/technical/professional Standard

VERBAL COMMUNICATION

The postholder requires the following communication skills:

- Routine exchange of information requiring helpfulness and politeness Daily
- Providing or obtaining information requiring simple Daily

explanation

WRITTEN COMMUNICATIONS

The postholder is required to produce the following written communications:

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

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

There are no significant physical demands on the postholder.

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

- Additional hours Occasionally

HAZARDOUS CONDITIONS

The postholder is exposed to the following hazardous conditions:

- Exposure to blood and body fluids Occasionally
- Exposure to disease or infection Occasionally