

JOB INFORMATION

1. INTERVIEW AND JOB DETAILS

1.1. Interview details

Input Date 13-Sep-2017
Method of Info Collection JE Co-ordination - Benchmark JD

1.2. Job details

Identifier ID 15646
Job Title Security Officer Supervisor Final (JE cord. 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 19-Sep-2017
Modified By Mabu

1.4. Other

Score 300,81
Grade 5
Job Owner Assistant System Administrator Role

JOB PROFILE SUMMARY

2. Responsibility	5
3. Thinking Demands	4
4. Knowledge	3
5. Communication	3
6. Environment	1

2. RESPONSIBILITY

HUMAN RESOURCES

MANAGE STAFF DIRECTLY

The postholder DIRECTLY manages the following staff:

- Semi-skilled 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

In addition to the above, the postholder is required to oversee or manage the following staff:

- Daily/Weekly 1 - 5 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:

- Service (boiler room, switchboard etc)

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- Office (PC, photocopier, data projectors, cell phones etc)
- Arms (firearms, guns, riot control equipment etc)

The nature of the involvement is:

- Use or shared use
- Ensure serviceability
- Control of use by others

The value of the equipment described above is:

R Hundreds 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 is responsible for the following premises:

- Offices/Office Buildings
- Residences

The scale of the premises is:

R millions

Responsibility of premises covers:

- Security/Safety
- Detect and report faults/ need for maintenance

AUTONOMY

Core responsibilities of the job from List 1 are:

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

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- Employee supervision (e.g. first line supervision)

Core responsibilities of the job from List 2 are:

- Policy analysis/interpretation

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 |
| • Department policy/strategy | 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 |
| • 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:

- High work volumes
- Confrontational situations

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
- Department policy/strategy Standard
- Government/Public Service policy/strategy Routine

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
- Functional/technical/professional standards/guidelines Almost Always
- Established precedents Usually
- 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:

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
- Resource allocation

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)

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
- Planning and prioritising the work of others
- Resolving job problems referred by others
- Authorising actions by others
- Recommend/decide on minor change
- Recommending actions requiring minor resource commitment

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:

Semi-skilled manual 3-5 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 Basic
- Computer literacy Basic
- Language skills Basic
- Firearm 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

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- Supervisees (own staff) Daily
- Management Monthly
- Senior Management Occasionally

Additional contacts are:

- General public Daily

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
- Relationship establishment and maintenance Routine
- Department policy/strategy 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 explanation Daily
- Providing or obtaining sensitive information requiring tact and diplomacy Occasionally
- Motivational skills Weekly

WRITTEN COMMUNICATIONS

The postholder is required to produce the following written communications:

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

6. ENVIRONMENT

PHYSICAL ENVIRONMENT

The postholder is subject to the following hostile or violent situations:

- Verbal abuse Occasionally
- Physical threats Occasionally

The postholder is not subject to any traumatic situations.

PHYSICAL DEMANDS

The following physical demands are made on the postholder:

- Standing Weekly
- Walking Weekly

The postholder is not subject to any unsociable conditions or hours.

HAZARDOUS CONDITIONS

The postholder is not exposed to any hazardous conditions.