

## JOB INFORMATION

### 1. INTERVIEW AND JOB DETAILS

#### 1.1. Interview details

Input Date 23-Aug-2017  
Method of Info Collection JE Co-ordination - Benchmark JD

#### 1.2. Job details

Identifier ID 15073  
Job Title Teacher Aids/Assistant (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 18-Sep-2017  
Modified By Robert

#### 1.4. Other

Score 234,98  
Grade 3  
Job Owner Assistant System Administrator Role

## JOB PROFILE SUMMARY

<b>2. Responsibility</b>	<b>3</b>
<b>3. Thinking Demands</b>	<b>3</b>
<b>4. Knowledge</b>	<b>3</b>
<b>5. Communication</b>	<b>2</b>
<b>6. Environment</b>	<b>2</b>



## **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)
- Office (PC, photocopier, data projectors, cell phones 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 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:

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

## Teacher Aids/Assistant (JE cord. process)

## Evaluate 2. Job Report

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 Basic
- Technical/functional/operational advice Basic
- Department policy/strategy Basic

### 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:

- 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 day

## 3. THINKING DEMANDS

### UNDERSTANDING JOB INFO

The job information received/issues considered usually concern:

A single subject area

## Teacher Aids/Assistant (JE cord. process)

### Evaluate 2. Job Report

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

- |   |         |
|---|---------|
| • Work instructions/guidance                    | Routine |
| • Procedural                                    | Routine |
| • Functional/operational/technical/professional | 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<br>(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:

Standard

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:

## Teacher Aids/Assistant (JE cord. process)

## Evaluate 2. Job Report

- Work processes
- Application/implementation of policy or procedures

The postholder's planning impacts the following areas:

- The jobholder's own work

### **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:

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

## Teacher Aids/Assistant (JE coord. process)

## Evaluate 2. Job Report

- |                       |       |
|-----------------------|-------|
| • Literacy            | Basic |
| • Operating equipment | Basic |
| • Computer literacy   | Basic |
| • 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 |

Additional contacts are:

- |  |              |
|--|--------------|
| • Students                                     | Daily        |
| • Private Sector organisations/public entities | Occasionally |
| • General public                               | Monthly      |

### CONTENT OF COMMUNICATION

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

- |   |         |
|---|---------|
| • General Information                           | Routine |
| • Procedural information                        | Routine |
| • Functional/operational/technical/professional | 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        |
| • Providing or obtaining sensitive information requiring tact and diplomacy | Occasionally |

**WRITTEN COMMUNICATIONS**

The postholder is required to produce the following written communications:

- Routine notes/memos/letters Daily

**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:

- Standing Weekly
- Walking Weekly

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

**HAZARDOUS CONDITIONS**

The postholder is exposed to the following hazardous conditions:

- Exposure to blood and body fluids Occasionally