

**Job Report: GOVERNMENT INFORMATION TECHNOLOGY OFFICER
(MEDIUM)**

RESPONSIBILITY

Human Resources

The postholder DIRECTLY manages the following staff:

- Clerical 1
- Senior Management 2

The postholder has the following authority over these staff:

- General supervision and/or appraisal
- Authorising work (quality control and final sign off)
- Technical advice and guidance
- Formal disciplinary authority
- Training/development
- Establishment control and planning
- Section management
- Department management

The post holder is not required to indirectly manage more than 1000 staff.

The postholder INDIRECTLY manages the following staff:

- Administrative 21 - 50
- Technical/Scientific 6 - 10

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

- Frequently 0 - 5 staff

Financial Resources

The postholder has responsibility for budgets.

The postholder has the following responsibility for expenditure or income:

- Expenditure Very Large

The postholder has the following authority for expenditure:

- Control expenditure of others
- Authorise expenditure
- Recommend and/or monitor budget levels

-Budget holder

Equipment

The postholder is responsible for the following equipment:

- Office (PC, photocopier, OHP etc)
- Computer (Main frames, minis, network equipment etc)

The nature of the involvement is:

- Use or shared use
- Repair & maintenance (e.g. health and safety)
- Control of use by others
- Major influence on buying decisions

The value of the equipment described above is:

- Very Large - R(million +)

Stores & Livestock

The postholder is responsible for the following stores/livestock:

- Stationery
- Printing Supplies
- Miscellaneous stores

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:

- General clerical/administrative
- Specialist clerical/administrative
- Staff supervision
- Staff management

Core responsibilities of the job from List 2 are:

- Policy analysis and development
- Project management
- Direction/strategy

The structure of the job is best described as:

- Complex work content requiring frequent interpretation, in the absence of an established framework

Advisory Responsibility

The postholder is required to provide the following advice:

- | | |
|---|----------|
| -Procedural | Expert |
| -Technical/policy to colleagues | Expert |
| -Technical/policy to staff at a higher level | Expert |
| -Technical/policy to outside the Public Service | Expert |
| -Public Relations | Standard |
| -Department policy/strategy | Expert |
| -Public Service policy/strategy | Expert |

The advice relates to a statutory function for which the Public Service is responsible.

Impact

The postholder's work directly influences:

- | | |
|-------------------------------|-----------|
| -Own section | Extensive |
| -Own division | Extensive |
| -Own directorate | Extensive |
| -Own department | Extensive |
| -Other departments | Moderate |
| -Private sector organisations | Moderate |
| -Ministers | Extensive |

The type and extent of the post's impact is:

- | | |
|---|-----------|
| -Over/under spend of own budget | Extensive |
| -Over/under spend of large budget | Extensive |
| -Legal | Moderate |
| -Provision of poor advice to senior managers/colleagues | Extensive |
| -Impact on services provided to the General Public | Extensive |

- Impact on Public Service policy/line Extensive
- Provision of poor advice to Minister Extensive

Work Errors

Significant risk of error in the post is due to:

- Tight deadlines
- High work volumes
- Complexity
- Highly confidential or sensitive data

The majority of errors would be detected:

- Within the department/province

The consequence of error is:

-Major impact, very hard to detect would be very costly and or time consuming to correct. Would have a long term impact

Errors are detected:

- Within the quarter

THINKING DEMANDS

Understanding Job Info

The job information received/issues considered usually concern:

- Several unrelated subject areas

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

- Work instructions/guidance Complex
- Procedural Complex
- Technical/professional Complex
- Department policy/strategy Complex
- 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 and form conclusions Frequently
- Present results of analysis Frequently

- Identify areas for analysis and outputs required Frequently
- Judges the significance of the analysis Frequently

Problem Solving

Assistance or advice available to the postholder includes:

- Referral to a more senior experienced employee Usually
- Standing instructions or procedures Usually
- Technical or professional standards/guidelines Always
- Established precedents Usually
- Narrow Policy guidelines Usually
- Broad Policy Always

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

- Complex

Problem solving that is subject to deadlines are:

- Immediate Frequent
- Daily Frequent
- Weekly Frequent
- Monthly Frequent

Planning

The postholder's planning impacts the following areas:

- The postholder's own work only
- Own section
- Own division
- Own directorate
- Own department/provincial administration

Planning is guided by the following existing plans/precedents:

- Work processes
- Application of policy or procedures
- Resource allocation
- Project planning
- National Department strategic planning

Decision Making

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
- Amend existing practice (high level of autonomy)
- Resolving job problems referred by others
- Authorising actions by others
- Recommend/decide on change
- Controlling projects
- Recommending actions requiring major resource commitment by others
- Vetoing actions by others
- Recommending major change to policy

Creativity

The level of innovation/creativity required is:

- Adaptive/Significant As part of A Team
- Creative/Significant On an individual basis

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 post is NOT an entry-level post.

The method of promotion to the post is:

- Post

The postholder requires the following experience before entering the post:

- Senior Management 3-5 years

Qualifications

The following minimum qualification is required for the post:

- Degree

Skills

The following specific skills are required for the job:

-Numeracy	Intermediate
-Literacy	Intermediate
-Operating equipment	Basic
-Language skills	Basic
-Project management	Intermediate
-Financial management	Intermediate
-Strategic planning	Intermediate

COMMUNICATION

Range of Contacts

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

-Co-workers	Daily
-Supervisor	Daily
-Management	Daily
-Senior Management	Daily
-Other Departments	Weekly
-Political office bearer (e.g. Ministers, Premier, MEC)	Monthly
-Private Sector Organisations	Daily
-International Organisations	Occasionally

Content of Communication

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

-General Information	Complex
-Procedural information	Complex
-Technical/professional	Complex
-Relationship management	Standard
-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	
E.g. through interviews	Weekly
-Motivational skills	Weekly
-Influencing skills	Weekly
-Formal presentation skills/public speaking	Occasionally
-Negotiation skills	Monthly

Written Communications

The postholder is required to produce the following written communications:

-Routine notes/memos/letters	Daily
-Routine reports	Weekly
-Complex notes/memos	Weekly
-Complex letters/press releases	Weekly
-Complex reports/technical papers	Monthly

ENVIRONMENT

Physical Environment

The majority of work is carried out in:

-Office

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	Daily
Weekend working	Monthly
-On call	Weekly

-Travel on business outside normal hours

Occasionally

-Working away from base (overnight)

Occasionally

Hazardous Conditions

The postholder is not exposed to any hazardous conditions.