

## **Job report: GOVERNMENT INFORMATION TECHNOLOGY OFFICER (SMALL))**

### **RESPONSIBILITY**

#### **Human Resources**

**The postholder DIRECTLY manages the following staff:**

- Clerical 1
- 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
- Department management

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

**The postholder INDIRECTLY manages the following staff:**

- Clerical 1 - 5
- Administrative 1 - 5
- Technical/scientific 1 - 5

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

- Occasionally 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:**

- Large – R (hundreds of thousands)

### **Stores & Livestock**

**The postholder is responsible for the following stores/livestock:**

- Stationery
- Miscellaneous stores
- Printing supplies
- 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 are:**

- General clerical/administrative
- Specialist clerical/administrative
- Staff supervision
- Staff management
- Policy analysis and development
- Project management
- Direction/strategy

**The structure of the job is best described as:**

-Complex work content requiring frequent interpretation within 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	Limited
-Private sector organisations	Limited
-Ministers	Moderate

**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	Limited
-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	Moderate

**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 costly and or time consuming to correct. Would have 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 | Sometimes  |
| -Judges the significance of the analysis          | Sometimes  |

**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

**What is the nature of the postholder's planning?**

- 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 minor resource commitment by others
- Vetoing actions by others
- Recommending major change to policy

### **Creativity**

**The level of innovation/creativity required is:**

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

### **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:**

- Management 6-10 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	Basic
-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

**Additional contacts are:**

-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
- Week-end working Occasionally
- 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.**