



JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

STANDARDISED JOB TITLE	Admin OFFICER - SUPERVISOR		
RANK, INITIALS AND SURNAME	Lieutenant-Colonel J H Scholtz	PERSAL NUMBER	0407364-9
JOB TITLE	Assistant Director : Administration	PROVINCE/DIVISION	Finance and Administration Services
LEVEL	10	STATION/SECTION/UNIT	National Deputy Information Officer

ORGANISATIONAL PLACEMENT

Section Head
Administration Services

Sub Section Head
Access to Information

Lieutenant-Colonel

Admin OFFICER
SUPERVISOR

PURPOSE OF THE POST	<ul style="list-style-type: none">To give effect to the constitutional right of a person to have access to any information in recorded form held by or under control of the Service
KEY PERFORMANCE AREAS	<ol style="list-style-type: none">Co -ordinate the implementation of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).Render an administrative support function to the Sub Section.Supervise the human resources of the sub section.

SECTION B: KEY PERFORMANCE AREAS AND TASKS

KPA 1: Co-ordinate the implementation of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).	
TASKS	TASK OUTPUTS
1.1. Manage the responsibilities of the Deputy Information Officer: Financial and Administration Services	1.1. Managed the responsibilities of the Deputy Information Officer: Financial and Administration Services in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
1.2. Present information sessions and workshops when so requested by the relevant offices of deputy information officers (which includes to co-ordinate the preparation of training material for information sessions).	1.2. Presented information sessions and workshops when requested by the offices of deputy information officers in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)
1.3. Co-ordinate and handle requests for access to information.	1.3. Co-ordinated and handled requests for access to information in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
1.4. Co-ordinate travelling arrangements for personnel of the sub-section and information sessions arrangements.	1.4. Co-ordinated travelling arrangements for personnel of the sub-section in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999).
1.5. Perform inspections at selected offices of deputy information officers where problem areas were identified and intervene in order to solve identified problems or get conclusion on information to be included in circulars or the National Instruction.	1.5. Performed inspections at selected offices of deputy information officers where problem areas were identified and solve problems in terms of the Promotion of Access to Information Act, 2000 (Act No 2 of 2000).
1.6. Co-ordinate the arrangements for an annual meeting/workshop with all Divisional Deputy Information Officers to determine the the update of the previous list of section 15 automatically available records.	1.6. Co-ordinated the arrangements for an annual meeting/workshop with all Divisional Deputy Information Officers to determine the the update of the previous list of section 15 automatically available records in terms of section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

<p>1.7. Co-ordinate the consolidation & compilation of an updated list of automatically available records in accordance with section 15 of the Act for an annual submission to the Minister of Justice and Constitutional Development and coordinate the inclusion of the approved list in the Manual.</p>	<p>1.7. Coordinated the consolidation & compilation of an updated list of automatically available records in terms of section 15 of the Promotion of Access to Information Act,2000 (Act No. 2 of 2000).</p>
<p>1.8. Co-ordinate the updating (updating is done when necessary) of the Manual and the placement of the updated Manual on the SAPS website and Intranet.</p>	<p>1.8. Co-ordinated the updating of the Manual and the placement of the updated Manual on the SAPS web site and Intranet in terms of section 14 of the Promotion of Access to Information Act,2000 (Act No. 2 of 2000).</p>
<p>1.9. Co-ordinate the compilation of a consolidated list of contact details of National and Provincial Deputy Information Officers</p>	<p>1.9. Co-ordinated the compilation of a consolidated list of contact details of National and Provincial Deputy Information Officers in terms of section 16 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.10. Co-ordinate the compilation and submitting of a letter with the contact details of National and Provincial Deputy Information Officers to the sub-section General Administration to be forwarded to Telkom and to the Deputy Information Officer: GCIS (if so requested).</p>	<p>1.10. Co-ordinated the compilation and submitting of a letter with the contact details of National and Provincial Deputy Information Officers to the deputy information officer: GCIS in terms of section 16 of the Promotion of Access to Information Act, 2000.</p>

KPA 2: Render an administrative support function to the Sub Section.

TASKS	TASK OUTPUTS
2.1. Co-ordinate Mainframe and Crime Administration System enquiries.	2.1. Co -ordinated Mainframe and Crime Administration System enquiries in terms of office administration and the Minimum Information Security Standards (MISS).
2.2. Co-ordinate the responsibilities of the Safety and Health (SHE) representative.	2.2. Co -ordinated the responsibilities of the (SHE) representative in accordance with of the Occupational Health and Safety Act 85/1993 and National Instruction 1/2008.
2.3. Coordinate the administering of the use of the safe and the safekeeping of its keys and the cleaning and neatness of the safe.	2.3. Coordinated the administering of the use of the safe and the safekeeping of its keys to the safe in accordance to the Minimum Information Security Standard (MISS) and circulars of Supply Chain Management.
2.4. Coordinate the administering of the leave and telephone accounts of employees of the sub section and the signing on and off of non-commissioned officials in the Z8.	2.4. Coordinated the administering of the leave and telephone accounts of personnel at the sub section in accordance to the Public Finance Management Finance Management Act, 1999 (Act No 1 of 1999).

KPA 3: Supervise the human resources of the sub section.

TASKS	TASK OUTPUTS
3.1. Manage the performance of personnel which includes the responsibilities of the typist	3.1. Managed the performance of personnel in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999), PEP NI 1/2005 and SAPS Employment Regulations 2000 (Group 41).
3.2. Co-ordinate and monitor training and development initiatives of personnel and provide in service training and orientate and induct new members.	3.2. Co-ordinated and monitored training and development initiatives of personnel and provided in service training, orientation and induction of new members in terms the Public Finance Management Act, 1999 (Act No. 1 of 1999), Service Regulations 14, (SO(G) 39 and Mentorship skills and SO(G) 256.
3.3. Support members in dealing with personal or work related problems.	3.3. Supported members in dealing with personal or work related problems in accordance to the Employee Assistant Programs, National Instructions and Standing Orders.
3.4. Maintain general discipline and adherence to a Code of Conduct, Standing Orders and Regulations and deal with personnel grievances and conflict.	3.4. Maintained general discipline and adherence to a Code of Conduct in accordance to the Employee Assistant Programs, Standing Orders and National Instructions, Disciplinary Regulations 2006, SO(G) 29, 91, 256, 101, National Instruction 5/1999, sec. 8 and 18 of the South African Police Service Act 68/ 1995 Sec. 40.

SECTION C: JOB REQUIREMENTS

JOB REQUIREMENTS

SKILLS

The post requires advanced skills in:

- Building a successful team - ability to use appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of team goals.
- Managing Conflict - ability to deal effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.
- Leading through Vision - ability to keep the organizations vision and values at the forefront of associate decision making and action.
- Driving - ability to drive light duty vehicle.
- Planning and organising - ability to establish courses of action for self and others to ensure that work is completed efficiently.
- Quality orientation - ability to accomplish tasks by considering all areas involved, no matter how small, showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Aligning Performance for Success - ability to focus and guide others in accomplishing work objectives.
- Customer focussed - ability to make customers and their needs a primary focus of ones actions; developing and sustaining productive customer relationships.
- Communication - ability to clearly convey information and ideas to individuals or groups in a manner that helps them understand and retain the message.
- Delegating Responsibilities - ability to allocate decision-making authority and/ or task responsibility to appropriate others to maximize the organisation's and individuals' effectiveness.
- Information Monitoring - ability to set up Building a successful team - ability to use appropriate ongoing procedures to collect and review information needed to manage an organisation or ongoing activities within it.
- Build Strategic Working Relationships - ability to develop and use collaborative relationships to facilitate the accomplishment of work goals.
- Strategic Decision Making - ability to obtain information and identify key issues and relationships relevant to achieve a long-range goal or vision, committing to a course of

QUALIFICATIONS

- Grade 12 or equivalent.
- National Qualification Framework (NQF) Level 6
- Appropriate tertiary qualification or equivalent .

TRAINING

- Project Management.
- Human Resource courses.
- Leadership courses.
- Performance Management
- Financial Management.
- Customer Service.
- Diversity.
- Human Rights.
- WordPerfect.
- Corel word perfect/MS Word.
- PERSAL/PERSAP.
- Corel Presentations/Ms Power Point
- Corel Quattro Pro/Ms Excel
- Microsoft Outlook.

STATUTORY/ORGANISATIONAL REQUIREMENTS

- Valid drivers' licence.
- Be prepared to sign performance plan.

JOB REQUIREMENTS

- action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organisational values.
- Decision making - ability to identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions, taking action that is consistent with available facts, constraints and probable consequences.
- Meeting participation -ability to use appropriate interpersonal styles and methods to help reach a meeting's goals while considering the needs and potential contributions of others.

JOB REQUIREMENTS

PERSONAL ATTRIBUTES

The post requires attributes which will ensure the following:

- ✔ **Tact** - courteous, diplomatic, comforting and respectful when attending to the problems or difficulties people experience.
- ✔ **Trustworthy** - keeps confidence.
- ✔ **Committed** - willing to go extra mile.
- ✔ **Disciplined** - adherence to rules and regulations.
- ✔ **Self-confidence** - belief in self.
- ✔ **Creative** - design and conceptualise imaginative and resourceful solutions.
- ✔ **Empathy** - compassion for people's situations.
- ✔ **External Actualisation** - potential or capacity to follow; to adhere to rules and regulations; to accept and subject oneself to external figures and symbols of authority
- ✔ **Observant** - pay special attention to detail.
- ✔ **Adaptability** - flexible approach.
- ✔ **Innovative** - introduce and apply new ideas and concepts.
- ✔ **Impact** - creating a good first impression, commanding attention and respect and showing an air of confidence.
- ✔ **Frustration Tolerance** - the potential or capacity to cope with frustration, the ability to handle one's aggression or feelings of resentment and irritation with situations or others.
- ✔ **Self-Motivated** - inner drive to succeed.

EXPERIENCE

- A minimum of 2 years uninterrupted service in the Service on relevant level.

WORKING CONDITIONS/ENVIRONMENT

- Work in office / outside
- Present information sessions / workshops at provinces (office/boardroom venues)

EQUIPMENT/TOOLS

- State vehicle / Computer

SECTION D: JOB DESCRIPTION AGREEMENT

I JOHANNES HENRICH SCHOLTZ (full name) understand what is expected of me as an incumbent in this post and I concur with it.


COMMENTS:



SIGNATURE OF INCUMBENT OF THE POST
DATE: 2015-05-04

COMMENTS:

A. CROOKS
 COLONEL
 KOLONEL

 **SIGNATURE OF SUPERVISOR**
DATE: 2015-05-04

JOB DESCRIPTION AUDITS			
CAPTURED BY	RANK, INITIALS AND SURNAME	SIGNATURE	DATE
<u>Station:</u>			
<u>Provincial Office:</u> First Level Job Description Audit			
<u>National Office:</u> Second Level Job Description Audit			