

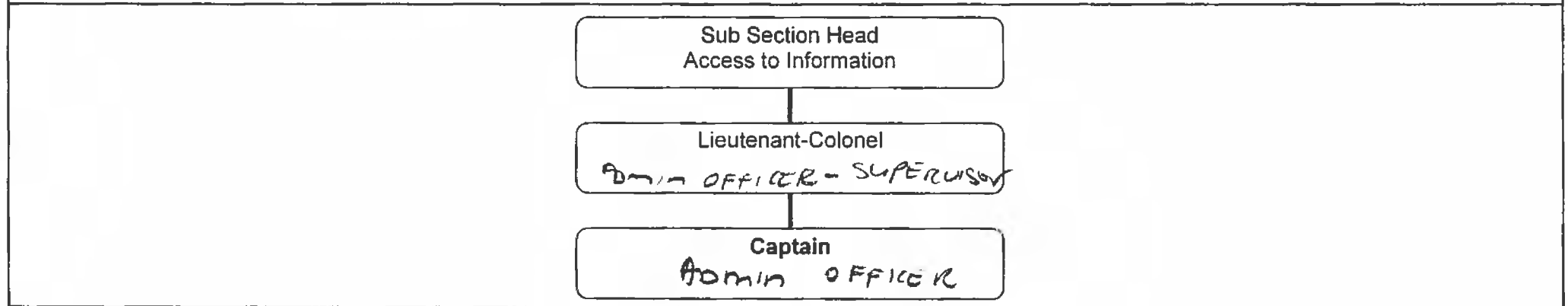


JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

STANDARDISED JOB TITLE	Admin OFFICER		
RANK, INITIALS AND SURNAME	Captain CJ Barkhuizen	PERSAL NUMBER	0430346-6
JOB TITLE	Senior Administrative Officer	PROVINCE/DIVISION	Finance and Administration Services
LEVEL	8	STATION/SECTION/UNIT	National Deputy Information Officer

ORGANISATIONAL PLACEMENT



PURPOSE OF THE POST	<ul style="list-style-type: none">• To provide an administrative support service to the Sub Section National Deputy Information Officer
KEY PERFORMANCE AREAS	<ol style="list-style-type: none">1. Administer, receive, consolidate and submitting returns2. Administer the physical resources of the Sub Section.

SECTION B: KEY PERFORMANCE AREAS AND TASKS

KPA 1: Administer, receive, consolidate and submitting returns.

TASKS	TASK OUTPUTS
1.1. Co-ordinate the receiving & consolidation of monthly SAPS 512(m) returns from all Deputy Information Officers on the type of requests received.	1.1. Co -ordinated the receiving and consolidation of all monthly SAPS 512(m) returns from all Deputy Information Officers on the type of requests received in terms of the National Instruction and section 15 of the Promotion of Access to Information Act,2000 (Act No. 2 of 2000).
1.2. Deal with requests for administrative related information.	1.2. Dealt with requests for administrative related information in terms of the Public Finance Management Act, 1999 (Act No 1 of 1999), office instructions and Minimum Information Security Standard (MISS).
1.3. Compile and submit returns / feedback on requested information.	1.3. Compiled and submitted returns / feedback on requested information in terms of the Public Finance Management Act, 1999 (Act No 1 of 1999), office instructions and Minimum Information Security Standard (MISS).
1.4. Compile and submit quarterly reports.	1.4. Compiled and submitted quarterly reports in terms of the Public Finance Management Act, 1999 (Act No 1 of 1999), office instructions and Minimum Information Security Standard (MISS).

KPA 2: Administer the physical resources of the Sub Section.

TASKS	TASK OUTPUTS
2.1. Acquire and distribute physical resources allocated to the inventory of the sub section.	2.1. Acquired and distributed physical resources allocated to the sub section in terms of SO(S) 5 and 6 and SAPS 108
2.2. Maintain and update the inventories of the sub section and prepare for inspections.	2.2. Maintained and updated the inventories of the sub section and prepared for inspections in terms of SO(S) 5 and 6 and 108, applicable Standing Orders (Stores) and Public Finance Management Act, 1999 (Act No 1 of 1999).
2.3. Administer the use and maintenance of general electronic equipment used by the sub section such as the fridge, photocopier machine, laminating machine, shredder, and cutter	2.3. Administered the use and maintenance of general electronic equipment used by the sub section in accordance to Standing Orders and the Public Finance Management Act, 1999 (Act No 1 of 1999).
2.4. Administer the administration relevant to the use of the state vehicle and ensure that the vehicle is kept neat and clean.	2.4. Co-ordinated and administered the use of the State Vehicle in accordance to National Instruction 4/2011, Standing Orders (F) and Public Finance Management Act, 1999 (Act No.1 of 1999) and all applicable instructions and orders.

SECTION C: JOB REQUIREMENTS

JOB REQUIREMENTS

SKILLS

The post requires advanced skills in:

- **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 Focus** - ability to make customers and their needs a primary focus of ones actions; developing and sustaining productive customer relationships.
- **Decision making** - ability to identify and understand 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.
- **Communication** - ability to clearly convey information and ideas to individuals or groups in a manner that helps them understand and retain the message.
- **Delegating Responsibility** - ability to allocate decision-making authority and/ or task responsibility to appropriate other to maximize the organisation's and individuals' effectiveness.
- **Building strategic working relationships** - ability to develop and use collaborative relationships to facilitate the accomplishment of work 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.
- **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.
- **Leading through vision** - ability to keep the organisations vision and values at the forefront of associate decision making and action.

QUALIFICATIONS

- Grade 12 or equivalent.
- National Qualification Framework Level 4

TRAINING

- Human Resource Planning.
- Presentation Course.
- Workshop: Job Description Writing.
- Workshop: Performance Enhancement Programme.
- Workshop: Disciplinary Hearing.
- Workshop: Competency Profiling.
- Client Service Course.
- Diversity Management.
- Human Rights and Policing.
- Occupational Health & Safety in the SAPS.
- Corel Office : Basic (WP, Pres & QPRO).
- Microsoft Office Package.
- Conflict Resolution.
- Team Building Skills.
- Job analysis and job evaluation in the Public Service.

STATUTORY/ORGANISATIONAL REQUIREMENTS

- Be prepared to sign performance plan.

JOB REQUIREMENTS

- **Work standards** - ability to set high standards of performance for self and others; assuming responsibility and accountability for successfully completing
 - assignments or tasks; self-imposing standards of excellence rather than
 - having standards imposed.
- **Information Monitoring** - ability to set up ongoing procedures to collect and review information needed to manage an organisation or ongoing activities within it.
- **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

- Office worker

EQUIPMENT/TOOLS

- Computer

SECTION D: JOB DESCRIPTION AGREEMENT

I CHRISTIAN JACOBUS BARKHAUSE (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			