

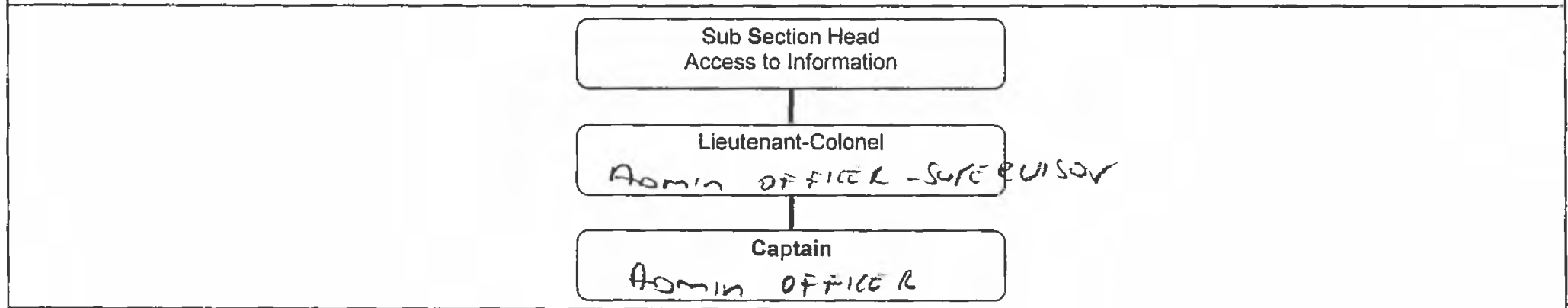


JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

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|----------------------------|-------------------------------|----------------------|-------------------------------------|
| STANDARDISED JOB TITLE | Admin OFFICER | | |
| RANK, INITIALS AND SURNAME | Captain H Pieters | PERSAL NUMBER | 0807268-0 |
| JOB TITLE | Senior Administrative Officer | PROVINCE/DIVISION | Finance and Administration Services |
| LEVEL | 8 | STATION/SECTION/UNIT | National Deputy Information Officer |

ORGANISATIONAL PLACEMENT



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| 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">1. Perform the responsibilities of the Deputy Information Officer for the Division Financial and Administration Services.2. Render an administrative support function to the Sub Section. |

SECTION B: KEY PERFORMANCE AREAS AND TASKS

| KPA 1: Perform the responsibilities of the Deputy Information Officer for the Division Financial and Administration Services. | |
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| TASKS | TASK OUTPUTS |
| <p>1.1. Keep an updated copy of the following documents:</p> <ul style="list-style-type: none"> - Promotion of Access to Information Act, - National Instruction - Manual in Afrikaans, English and isiZulu, - SAPS 512 forms. | <p>1.1. Kept updated copies of documents in terms of the National Instruction and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p> |
| <p>1.2. Receive requests for access to records of the Division: Financial and Administration Services</p> | <p>1.2. Received requests for access to records of the Division: Financial and Administration Services in terms of the National instruction and the Promotion of Access to Information Act, 2000 (Act. No. 2 of 2000).</p> |
| <p>1.3. Assist requesters with requests for access to records of the Division: Financial and Administration Services.</p> | <p>1.3. Assisted requesters with requests for access to records of the Division: Financial and Administrations Services in terms of the National Instruction and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p> |
| <p>1.4. Receive proof of the payment by the requester.</p> | <p>1.4. Received proof of the payment by the requester in terms of the National Instruction and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p> |
| <p>1.5. Identify the relevant line manager of the Division who is responsible for the requested record and forward such a request to the line manager concerned for his or her decision; or transfer to a relevant public body where applicable or refer to relevant deputy information officer of another division where applicable</p> | <p>1.5. Identified the relevant line manager of the Division who is responsible for the requested record and forward such a request in terms of the National Instruction and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p> |

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| <p>1.6. Inform a third party to whom the record relates of such request received or inform the requester of all relevant decisions regarding his or her request and where applicable submit copies of the requested records.</p> <p>1.7. Keep record of the number of requests received and the outcome of such requests by completing the Access to Information Register (SAPS 512).</p> <p>1.8. Compile and submit to the National Deputy Information Officer:</p> <ol style="list-style-type: none"> 1) SAPS 512 (m) monthly return on the number of requests for access to records, received; 2) internal appeals lodged against decisions taken i.t.o. the Act & Make submissions regarding it. | <p>1.6. Informed the third party to whom the record relates of such request received in terms of the National Instruction and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p> <p>1.7. Kept record of the number of requests received and the outcome in terms of the National Instruction and section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p> <p>1.8. Compiled and submitted to the National Deputy Information Officer a SAPS 512(m) monthly return and Internal appeals lodged in terms of the National Instruction and section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p> |
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KPA 2: Render an administrative support function to the Sub Section.

| TASKS | TASK OUTPUTS |
|---|--|
| 2.1. Render administrative support when co-workers are absent, in the implementation of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). | 2.1. Rendered administrative support when co-workers were absent in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). |
| 2.2. Administer the leave of employees of the sub section and the signing on and off of non-commissioned officials in the Z8. | 2.2. Administered the leave of employees of the sub section in terms of instructions and orders applicable to leave and working hours and signing on and off by non-commissioned employees, applicable circulars and Public Finance Management Act, 1999 (Act No. 1 of 1999). |
| 2.3. Administer the use of the safe and the safekeeping of its keys and ensure the cleaning and neatness of the safe. | 2.3. Administered the use of the safe and the safekeeping of its keys and ensure the cleaning and neatness of the safe in accordance with the relevant orders, National Instructions and circulars of Supply Chain Management and Public Finance Management Act, 1999 (Act No. 1 of 1999). |
| 2.4. Deal with Mainframe and Crime Administration System enquiries. | 2.4. Dealt with Mainframe and Crime Administration System enquiries in terms of the (MISS) document and Head Office instructions and authority of access to the Persal and Persap systems and Public Finance Management Act, 1999 (Act No. 1 of 1999). |
| 2.5. Co-ordinate the responsibilities of the Safety and Health representative. | 2.5. Co-ordinated the responsibilities of the Safety and Health representative in according to the Safety Health & Environmental Management of SAPS and National Instruction 1/2008. |

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 ones'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 HANNEKE PIETERIS (full name) understand what is expected of me as an incumbent in this post and I concur with it.

COMMENTS:

H. PIETERS
CAPTAIN
KAPTEIN



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 | | | |