

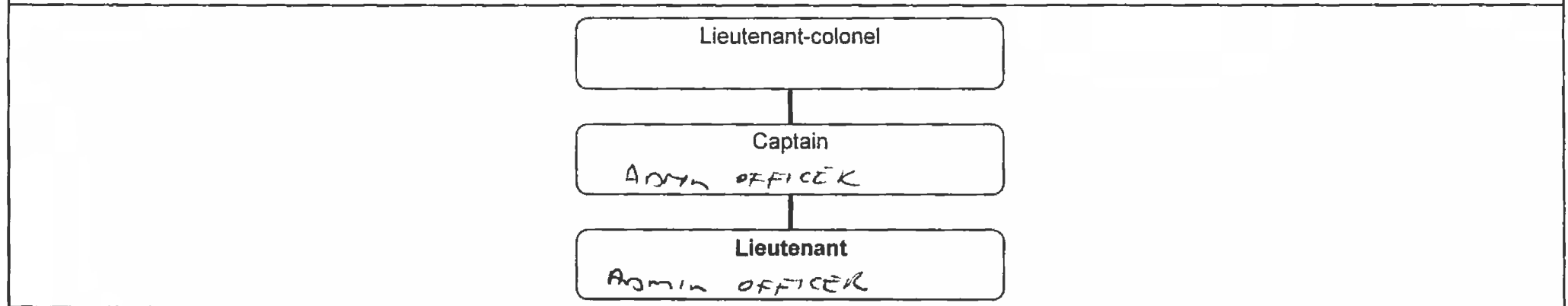


JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

STANDARDISED JOB TITLE	Admin OFFICER		
RANK, INITIALS AND SURNAME	Lt W E Carolisen	PERSAL NUMBER	0105324-8
JOB TITLE	Lieutenant	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 give effect to the constitutional right of a person to have access to any information held by or under the possession of the SAPS.
KEY PERFORMANCE AREAS	<ol style="list-style-type: none">Administer the implementation of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)Perform the responsibilities of the Safety and Health (SHE) representative.

SECTION B: KEY PERFORMANCE AREAS AND TASKS

KPA 1: Administer the implementation of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

TASKS	TASK OUTPUTS
1.1. Deal with requests for access to information.	1.1. Dealt with requests for access to information in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
1.2. Arrange an annual meeting/workshop with all Divisional Deputy Information Officers to determine the update of the previous list of section 15 automatically available records.	1.2. Arranged an annual meeting/workshop with all Divisional Deputy Information Officers to determine the update of the previous list of section 15 automatically available records in accordance with section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
1.3. Consolidate all automatically available records and compile an annual updated list in accordance with section 15 of the Act for submission to the Minister of Justice and Constitutional Development for publication in the Gazette.	1.3. Consolidated all automatically available records and compiled an annual updated list of the Act for submission to the Minister of Justice and Constitutional Development in accordance to Section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
1.4. Include once a year in the Manual the approved list of automatically available records as forwarded to the Minister of Justice.	1.4. Included once a year in the Manual the approved list of automatically available records as forwarded to the Minister of Justice in according to section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
1.5. Update the Manual when necessary for the use of the public and ensure the placement of the updated Manual on the SAPS web site and Intranet.	1.5. Updated the Manual when necessary for the use of the public and ensure 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).
1.6. Compile a consolidated list of contact details of National and Provincial Deputy Information Officers or only as requested by GCIS.	1.6. Compiled a consolidated a list of contact details of National and Provincial Deputy Information Officers in accordance to section 16 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
1.7. Compile and submit a letter with the contact details of National and Provincial Deputy Information Officers to the Deputy Information Officer: GCIS and to the sub-section General Administration to be forwarded to Telkom.	1.7. Compiled and submitted a letter with the contact details of National and Provincial Deputy Information Officers to the National Deputy Information Officer in terms of section 16 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

KPA 2: Perform the responsibilities of the Safety and Health (SHE) representative.

TASKS	TASK OUTPUTS
2.1. Perform the responsibilities of the SHE representative.	2.1. Performed the responsibilities of the SHE representative in terms of the Occupational Health and Safety Act 85/1993 and National Instruction 1/2008.

SECTION C: JOB REQUIREMENTS

JOB REQUIREMENTS

SKILLS

The post requires advanced skills in:

- **Typing** - ability to accurately type with required speed.
- **Communication** - ability to clearly convey information and ideas to individuals or groups in a manner that helps them understand and retain the message.
- **Follow up** -ability to monitor the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project .
- **Building strategic working relations** - ability to develop and use collaborative relationships to facilitate the accomplishment of work goals.
- **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.
- **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.
- **Aligning performance for success** -ability to focus and guide others in accomplishing work objectives.
- **Planning and organising** -ability to establish courses of action for self and others to ensure that work is completed efficiently.
- **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.
- **Driving** - ability to drive light duty vehicle

QUALIFICATIONS

- Grade 12 or equivalent

TRAINING

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

STATUTORY/ORGANISATIONAL REQUIREMENTS

- Be prepared to sign performance plan.

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 WINNIFRED ELSA CAROLISEN (full name) understand what is expected of me as an incumbent in this post and I concur with it.

COMMENTS:

W. CAROLISEN
 SIGNATURE OF INCUMBENT OF THE POST
 DATE: 2015-05-04

COMMENTS:

A. CROOKS
 COLONEL
 KOLONEL

A. Crooks
 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			