

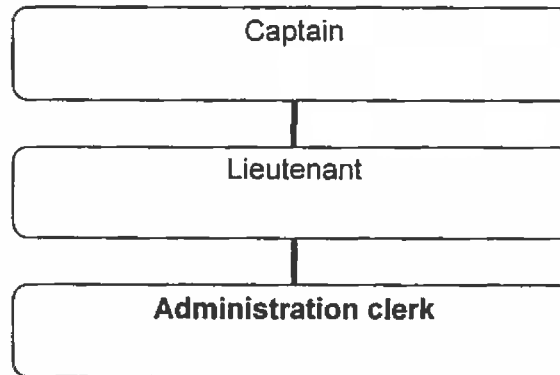


JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

STANDARDISED JOB TITLE	Admin clerk		
RANK, INITIALS AND SURNAME	A/C S K Seanego	PERSAL NUMBER	7207460-4
JOB TITLE	A/C	PROVINCE/DIVISION	Finance and Administration Services
LEVEL	5	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">Administrative support to the sub-section.Assist with the implementation of the Promotion fo Acces 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: Administrative support to the sub-section.	
TASKS	TASK OUTPUTS
1.1. Dispatch and receive documents to and from the sub section	1.1. Dispatched and received documents to and from the sub section in accordance to the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
1.2. Administer the use and maintenance of the fax machine used by the sub-section	1.2. Administered the use and maintenance of the fax machine in accordance to the National Instructions and the Public Finance Management Act, 1999 (Act No. 1 of 1999).
1.3. The co-ordination and preparation of training material for information sessions and workshops.	1.3. Co-ordinated and prepared training material for information sessions and workshops when requested in terms of the Promotions of Access to Information Act, 2000 (Act No. 2 of 2000).

KPA 2: Assist with the implementation of the Promotion fo Acces to Information Act, 2000 (Act. No 2 of 2000)	
TASKS	TASK OUTPUTS
2.1. Assist with requests for access to information	2.1. Assisted with requests for access to information in the sub-section in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

KPA 3: Perform the responsibilities of the Safety and Health (SHE) representative.	
TASKS	TASK OUTPUTS
3.1. Perform the responsibilities of the Safety and Health (SHE) representative.	3.1. Performed the responsibilities of the Safety and Health (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 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/or as advertised externally.

WORKING CONDITIONS/ENVIRONMENT

- Office worker

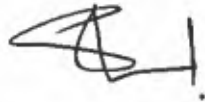
EQUIPMENT/TOOLS

- Computer/fax machine

SECTION D: JOB DESCRIPTION AGREEMENT

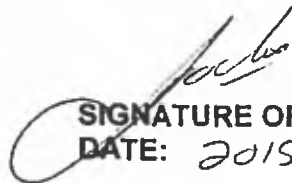
I SEANEKO SIFISO KOLA (full name) understand what is expected of me as an incumbent in this post and I concur with it.

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			