



JOB PROFILE

A. Post Information	
Post Title	Braillist
Component	Commissioners Programme
Location	Head Office - Braamfontein
Post Reports To	Commissioner

Job Profile Verification	
Profile Verified By:	
Date Verified:	

Job Profile Validation	
Profile Validated By:	
Date Validated:	

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

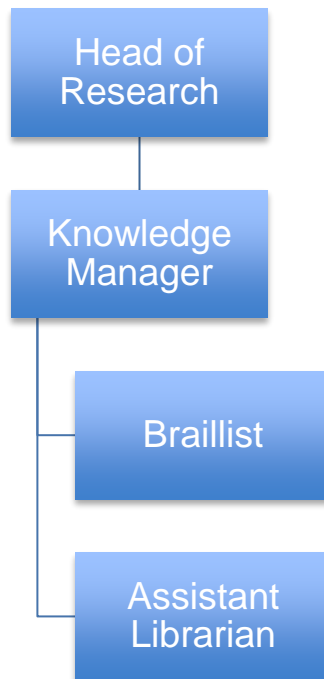
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To support VI Commissioner by providing braille transcription of key meetings and documents.

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities

List major activities and contribution to the organisation for which this post is held accountable

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Transcribe materials including books, articles, meetings and journals including tactile maps and graphs	1.1	Receive requests from Commissioner for specific items to transcribe into braille.
		1.2	Attend meetings on request by Commissioner and transcribe discussions.
		1.3	Ensure that transcriptions are an accurate record of proceedings.
2	Maintain accurate records of all transcriptions	2.1	Decide on appropriate technology to record and transcribe materials.
		2.2	Ensure that records are kept of transcribed materials and that these are filed accurately.
3	Maintain properly labelled electronic files on all materials, which should be retained for future use	3.1	Develop and maintain a searchable database of all transcribed materials.
		3.2	Back up all data and ensure that backups are appropriately filed and updated.
		3.3	Update electronic formatting of all documents as required by changes in technology.
5	Remain current in computer technology as it relates to braille production and interfacing with the Commissioner's braille-related assistive technology.	5.1	Keep up to date on development of braille-related assistive technology.
		5.2	Advise Commissioner on required upgrades to software and hardware.
		5.3	Assist with acquisition of necessary technology to ensure that the Commissioner is able to interact optimally.
6	Maintain a resource file for locating alternative sources of braille materials	6.1	Research and maintain a database of braille materials that could enhance the Commissioner's range of available materials.
		6.2	Examine ways of sharing the Commissioner's materials with other VI institutions and individuals.
		6.3	Put in place necessary security protocols to ensure that sensitive or confidential material is shared only with the appropriate stakeholders.

E. Advisory Responsibility

Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.

To Whom	Type of Advice/ Information
Commissioners	<ul style="list-style-type: none">• Provide advice on VI technology requirements.• Provide requirements for optimal interaction with VI Commissioner.
Head: Commissioners Office	<ul style="list-style-type: none">• Provide overview of Commissioner's requirements
Other Commission Business Units and staff	<ul style="list-style-type: none">• Consult and interact with other units to streamline VI requirements and ease of inputting information for transcription.
External Stakeholders	<ul style="list-style-type: none">• Consult and interact with VI organisations.

F. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	• 0
Number of staff indirectly managed	• 0
Financial accountability	• 0

G. Inherent requirements of the Post	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
Skills/ Knowledge/ Behaviour:	
Requirement	Type
Key competencies <i>(This field requires a list of all skills, behaviour and attitude requirements)</i>	<ul style="list-style-type: none"> • Expert proficiency in Braille • Typing skills (at least 50 words per minute) • Communication (written and verbal) • Good writing skills • Attention to detail • Honesty and integrity • Computer literacy and database management
Knowledge and education <i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i>	<ul style="list-style-type: none"> • Knowledge and expertise in braille as evidenced by SABA (South African Braille Authority) testing • Ideally a degree or diploma in law or a related subject • Knowledge and understanding of legal environments • Must have a valid driver's licence
Experience <i>(Please list all relevant experience required for the post)</i>	<ul style="list-style-type: none"> • At least 3 to 5 years as a brailist • Experience in a human rights environment will be an added advantage

H. Career pathing	
Next higher position:	

What is required to progress:	Refer to job profile for requirements
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I. Job profile agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date