



JOB PROFILE

A. Post Information	
Post Title	COO: Programmes Support
Component	Programmes Support Division
Location	Head Office - Johannesburg
Post Reports To	Chief Executive Officer

Job Profile Verification	
Profile Verified By:	Vusumuzi Mkhize (CEO)
Date Verified:	10 May 2023

Job Profile Validation	
Profile Validated By:	Vusumuzi Mkhize (CEO)
Date Validated:	10 May 2023

Job Evaluation Outcome	
Confirmed Grade:	DPSA Level 14
Date Graded:	

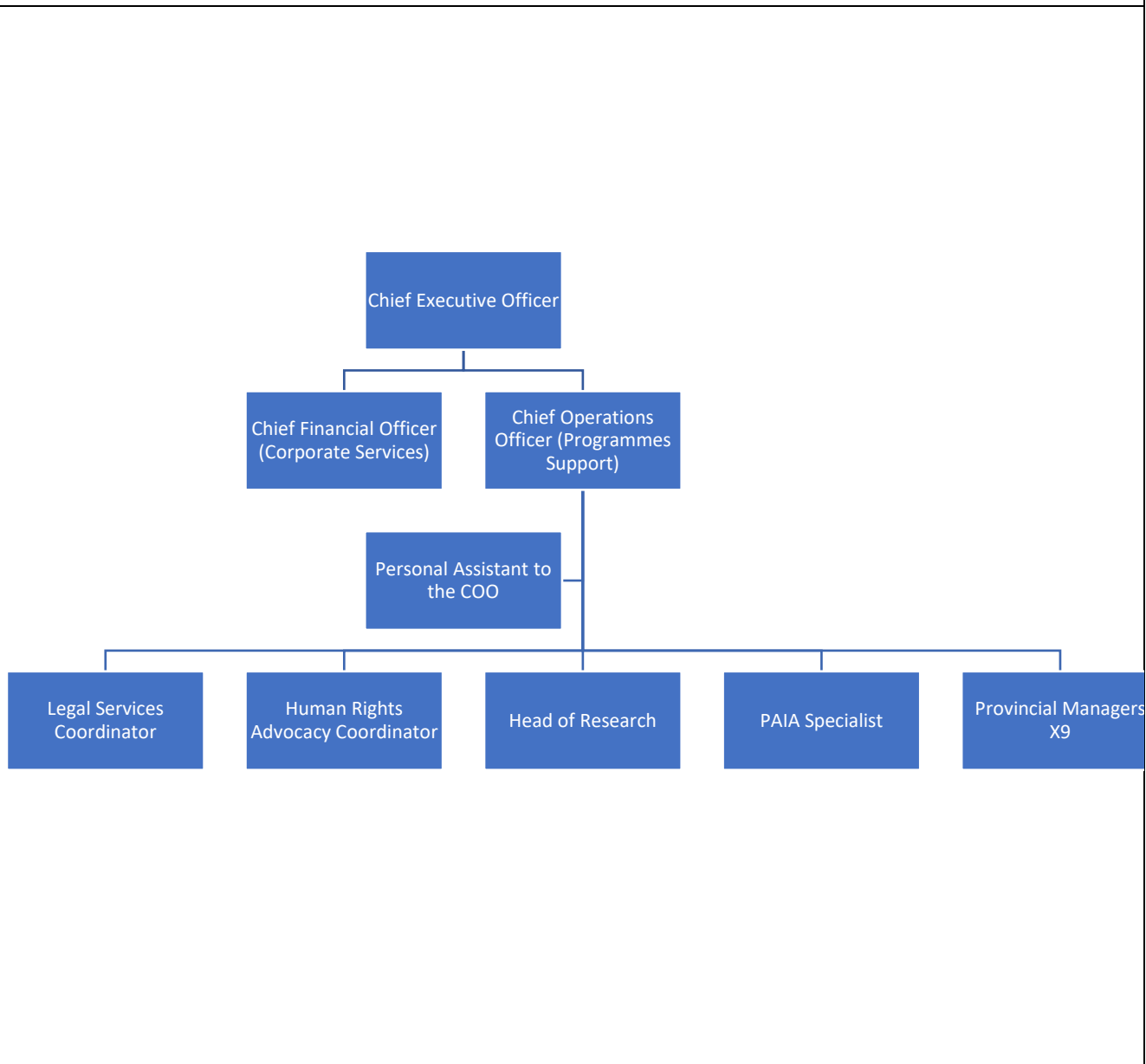
B. Job Purpose

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

To provide strategic leadership, direction and support to the Commission in meeting its strategic objectives. Oversee the effective implementation of all relevant programmes at national and provincial level.

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	Provide leadership, direction, support and advice to the Programmes Support Division.	1.1	Participate in the development of the strategic plan for the SAHRC and ensure translation of this into the division's annual operational plan.
		1.2.	Oversee the development of annual performance plans and operational plans for the division
		1.3	Ensure the implementation of the operational plan of the division through the effective definition of performance targets and measures in order to evaluate success.
		1.4	Measure and monitor achievement of strategic objectives of the division and take corrective actions where required.
		1.5	As the chairperson of the Provincial Programmes Management Steering Committee (PPMSC), lead and direct its activities and ensure that by extension provincial offices functions effectively.
		1.6	Responsible for the management of the budget of the division and ensuring that expenditure is in line with budget requirements.
		1.7	Oversee and manage the human resources within the division in an efficient and effective manner.
		1.8	Plan, organise and control activities and resources pertaining to the functions of the division.
		1.9	Ensure good governance within the unit in line with relevant legislation, regulations and policies.
		1.10	Oversee and ensure the development of all relevant policies, processes, procedures and tools, within the division and monitor implementation thereof.
		1.11	Manage the performance of all direct reports.
2	Oversee and ensure the provision of strategic and	2.1	Oversee the provision of legal advice with regards to the interpretation of national and international laws/legislation on human rights.

	effective legal services on human rights issues.	2.2	Oversee the provision of strategic legal advice and support on procedural and substantive legal matters.
		2.3	Ensure awareness of and monitor compliance with all the legal aspects of relevant national and international treaties, laws and legislation.
		2.4	Oversee and facilitate the provision of litigation services, advice and support on human rights violations.
		2.5	Ensure the maintenance of a registry of all applicable legislations and policies
		2.6	Oversee and ensure the development and implementation of effective complaints handling processes, systems and procedures.
		2.7	Oversee and ensure that appropriate investigations are conducted by the Commission with regards to reported/detected violation of human rights.
3	Oversee and facilitate research within the Commission, in order to ensure compliance with relevant requirements.	3.1	In conjunction with the Head of Research, set up the annual research agenda for the Commission.
		3.2	Oversee and ensure the production of statutory research reports as required.
		3.3	Oversee the effective monitoring, evaluation and reporting on the promotion and realization of human rights by the Commission and the country.
		3.4	Oversee the effective coordination of research activities at both national and provincial level.
		3.5	Promote compliance with international human rights obligations within South Africa and the Commission.
		3.6	Oversee and ensure the production of research reports in response to Parliamentary requests and other stakeholder requests.
4	Provide leadership, guidance and advice in the promotion of human rights within the country, through effective advocacy and training and education interventions.	4.1	Provide strategic advice or ensure the provision of strategic advice and guidance with regards to advocacy challenges or strategies to all relevant stakeholders, including provincial offices.
		4.2	Provide strategic leadership and direction in the identification, prioritization and setting of advocacy and education and training interventions and campaigns by the Commission.

		4.3	Oversee and ensure that support is provided to provincial offices in the implementation of advocacy and education and training interventions thereby ensuring the promotion and protection of human rights.
		4.4	Oversee the development and quality assurance of materials on awareness creation, and education and training within the commission.
5	Oversee activities relating to the implementation of the Promotion of Access to Information Act (PAIA) and ensure that the Act is appropriately complied with	5.1	Provide strategic leadership, direction and advice with regards to the implementation and application of the Promotion of Access to Information Act.
		5.2	Ensure the effective monitoring and reporting on compliance to the Act.
		5.3	Oversee and ensure that audits are conducted in order to assess compliance to the Act.
		5.4	Oversee the coordination and implementation of awareness and training and education interventions with regards to the Promotion of Access to Information Act.
6	Manage and coordinate engagements with key stakeholders in relation to research	6.1	Develop strategic alliances and partnerships with relevant role players in order to ensure the effective promotion and protection of human rights within the country.
		6.2	Facilitate engagements with key stakeholders with regards to Human Rights issues.
		6.3	Promote the activities of the Commission.
		6.4	Facilitate engagements with the media on relevant matters relating to the mandate of the Commission.
		6.5	Oversee the hosting of relevant conferences and events aimed at promoting Human Rights and collaboration on Human Rights issues.
		6.6	Ensure the Commission meets its obligations as a member of relevant international structures and as a participant in relevant international engagement processes.

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
Chief Executive Officer	<ul style="list-style-type: none"> • Reporting on the implementation of annual performance and operational plans of the division • Submission of quarterly and annual reports as required
Provincial Programmes Management Steering Committee (PPMSC)	<ul style="list-style-type: none"> • Chairperson of the PPMSC • Provide strategic leadership, advice and support on research matters, advocacy and training and education , PAIA • Provide advice on provincial requirements including stakeholder engagement requirements • Performance and service delivery monitoring and evaluation, through quarterly and annual reports as required
Commissioners	<ul style="list-style-type: none"> • Collaboration, reporting and information sharing
Department of Justice and Constitutional Development	<ul style="list-style-type: none"> • Reporting on implementation of human rights obligations • Reporting on cases received and finalized.
Parliament	<ul style="list-style-type: none"> • Reporting on the activities of the commission • Information sharing and responses to enquiries by Parliament
The media	<ul style="list-style-type: none"> • Information and reports on the activities of the Commission
Donors and strategic partners	<ul style="list-style-type: none"> • Information and reports on the activities of the Commission in the Province • Obtain support for the SAHRC • Collaboration and creation of strategic alliances

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	<ul style="list-style-type: none"> • 5 (Including PA) • 9 Provincial Managers (Co-management through the PPMSC)
Number of staff indirectly managed	<ul style="list-style-type: none"> • 15
Financial accountability	<ul style="list-style-type: none"> • TBC

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
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Financial management • Strategic capability and leadership • Programme and project Management • Problem solving and analysis • People management and empowerment • Knowledge management • Communication • Change management • Service delivery innovation • Honesty and integrity • Client orientation and customer focus • Research • Research Management • Legal Support (Advice, reporting, litigation) • Stakeholder Management
<p>Knowledge and education</p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • A master's degree in law or master's degree in research • Knowledge and understanding of all relevant human rights legislation • Knowledge of human rights theory and practices • Knowledge of research processes, principles and practices • Knowledge of the PFMA and Treasury Regulations • Knowledge of all relevant legislation, policies and procedures

	<ul style="list-style-type: none"> • Knowledge and understanding of monitoring and evaluation • Project and programme management and implementation processes and practices • Knowledge and understanding of communications and stakeholder management requirements and processes • Able to: <ul style="list-style-type: none"> ○ monitor & evaluate the organisational level PMER system; ○ ensure compliance with all statutory & regulatory PMER requirements; & ○ use performance information to plan, & give effect to the organisation's strategy.
<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • At least 5 years experience in a senior management legal or research related role. • Experience in the preparation and management of strategic plans, operational plans and budgets

H. Career pathing	
Next higher position:	Chief Executive Officer
What is required to progress:	Refer to job profile for requirements

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