



JOB PROFILE

A. Post Information	
Post Title	Head of Corporate Services
Component	Corporate Services
Location	Head Office - Johannesburg
Post Reports To	Chief Financial Officer

Job Profile Verification	
Profile Verified By:	Alice Price
Date Verified:	20 August 2011

Job Profile Validation	
Profile Validated By:	Kayum Ahmed and Naledzani Mukwevho
Date Validated:	23 August 2011

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

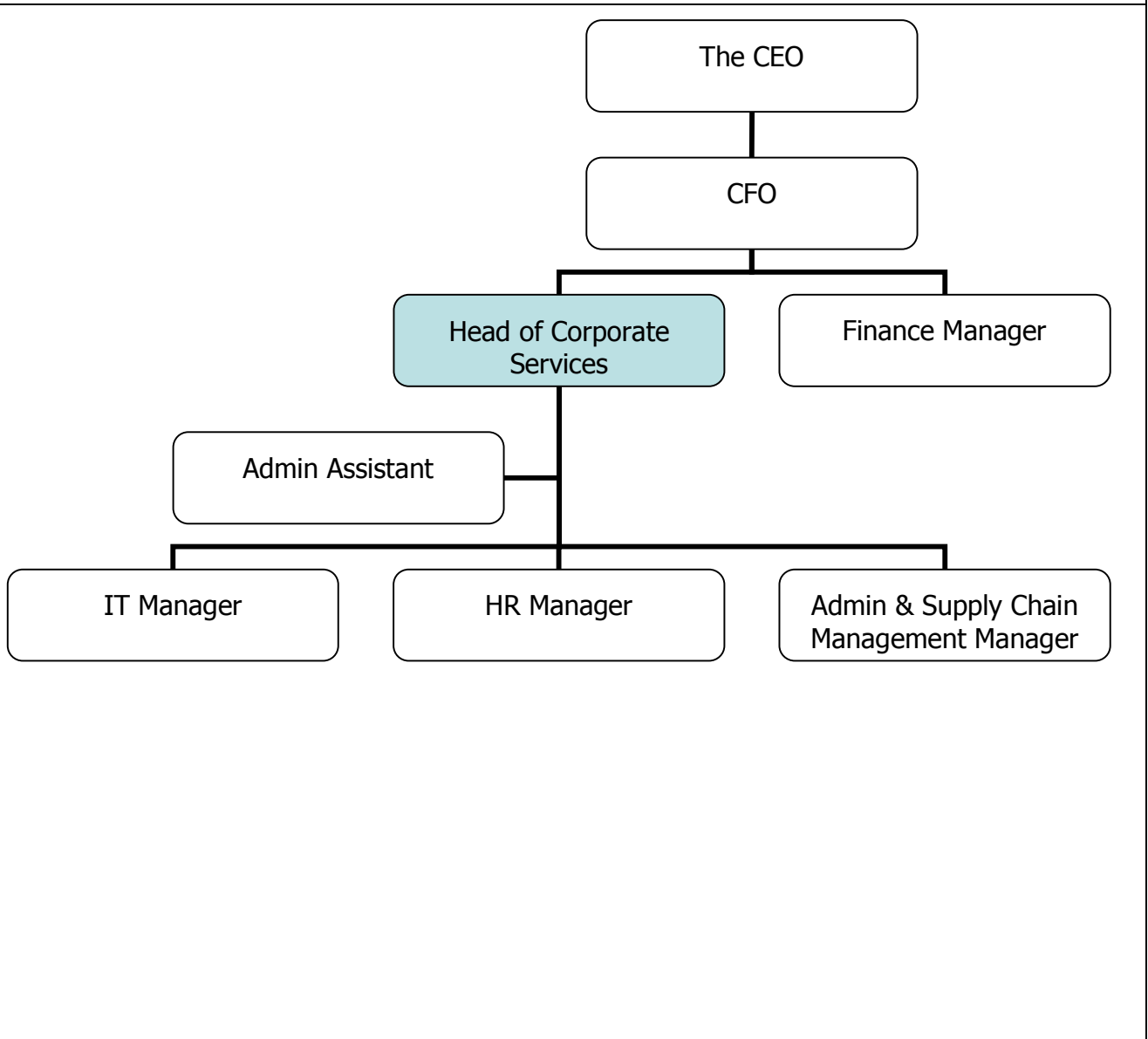
B. Job Purpose

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

To provide leadership and direction to the Corporate Services Unit. Ensure the provision of effective and efficient corporate services functions relating to administration, information technology, human resources and supply chain management.

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, advise and support to the Corporate Services Programme	1.1	Manage the development of annual performance plans and operational plans for the programme
		1.2	Ensure the implementation of the operational plan of the programme through the effective definition of performance targets and measures in order to evaluate success
		1.3	Measure and monitor achievement of strategic objectives of the programme and take corrective actions where required.
		1.4	Responsible for the management of the budget of the programme and ensuring that expenditure is in line with budget limits.
		1.5	Plan, organise and control activities and resources pertaining to the functions of the programme.
		1.6	Oversee and manage the human resources within the programme in an efficient and effective manner.
		1.7	Ensure good governance within the programme in line with relevant legislation, regulations and policies.
		1.8	Manage the performance of all direct reports.
2	Ensure the provision of effective human resources management services within SAHRC.	2.1	Ensure the development of the human resources strategies and plan.
		2.2	Ensure the alignment of the HR plan to the strategic objectives and priorities of the SAHRC
		2.3	Monitor the implementation of the human resources plan and provide strategic advice where required.

		2.4	Ensure the development/review and implementation of compliant HR policies and processes (including but not limited to performance management, training and skills development, employment equity, recruitment and retention).
		2.5	Ensure the provision of strategic employee relations support to the SAHRC.
		2.6	Ensure the provision of operational HR support and management services.
		2.7	Ensure that all human resources reporting requirements are met.
		2.8	To serve as the primary negotiator for the Commission with regards to labour relations.
3	Ensure the provision of services relating to administration and supply chain management.	3.1	Manage the development/ review of the SAHRC's administration and supply chain management policies, strategies and plans.
		3.2	Ensure the provision of effective and efficient administration management within the SAHRC
		3.3	Manage and monitor the provision of effective records and archiving management systems and services.
		3.4	Ensure the implementation of a procurement system which is fair, equitable, transparent, and cost effective.
		3.5	Ensure the implementation of procurement risk management and internal controls.
		3.6	Ensure compliance to PFMA, PPPFA, BBBEE, and Supply Chain Management Treasury instructions and guidelines.
4	Ensure the provision of reliable, effective and efficient information technology infrastructure.	4.1	Manage the development/ review of the SAHRC's ICT policies, strategies and plans.
		4.2	Monitor and evaluate the implementation of ICT strategies and plans.

		4.3	Ensure the provision of ICT infrastructure and infrastructure support services.
		4.4	Ensure the establishment and maintenance of a sustainable and reliable network within the SAHRC.

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, Chief Financial officer, Commissioners, Senior Managers (include Provincial Managers) and Staff	Strategic advice and reporting on IT, Supply Chain Management and HR, performance management, providing leadership and direction.
Internal Committees	Providing advise and reporting on IT, Supply Chain Management and HR.

F. Accountability

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	<ul style="list-style-type: none"> 4 (Including 1 admin assistant)
Number of staff indirectly managed	<ul style="list-style-type: none"> 21
Financial accountability	<ul style="list-style-type: none"> TBC

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies <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
<p>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></p>	<ul style="list-style-type: none"> • A relevant degree in business administration or management • Knowledge and application of the PFMA and Treasury Regulations • Knowledge and understanding of Preferential Procurement Policy Act, 2000 and BBBEE Act 2003 • Understanding of the Public Service Act • Understanding of the GITO policies, strategies, norms and standards • Knowledge of the Skills Development Act and Employment Equity Act • Knowledge of the Labour Relations Act • Knowledge and understanding of all relevant policies, processes and procedures • Knowledge of all applicable legislation and prescripts

	<ul style="list-style-type: none"> • Should be able to: <ul style="list-style-type: none"> ○ link various related components of performance monitoring and evaluation together (for example, the inputs, processes, activities, outputs, outcomes, and impacts that constitute projects, programmes, and services), to form an integrated whole or system; ○ set up & manage the PMER system for their Programme, including the ability to - <ul style="list-style-type: none"> ▪ identify performance information requirements; ▪ design performance reports (including system reports) to provide high quality performance information for all reportable areas under their control; ▪ design performance measurements & scores; ▪ analyse, interpret & evaluate performance reports; ▪ communicate performance information effectively; ▪ produce the performance results to the standard, & within the timeframes required. • Applied understanding of: <ul style="list-style-type: none"> ○ the statutory and regulatory requirements regarding performance monitoring, evaluation & reporting, including: Section 38(1)(a)(i) & (b) Section 40(3) (a) of the PFMA, & National Treasury Regulation 5.3.1 for Constitutional Institutions; ○ Government Guide to the Outcomes Approach (2010); ○ Framework for Managing Programme Performance Information (National Treasury, 2007); ○ New Framework for Strategic Plans & Annual Performance Plans (National Treasury, 2010); ○ Statistics SA Statistical Quality Assessment Framework (2008); ○ National Archiving & Records Service of South Africa Standards for Records Management (NARSSA, 2007). • Understand the electronic system/s used in their area of responsibility, in order to:
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	<ul style="list-style-type: none"> ○ ensure the quality of the data; ○ set access levels & authorise data corrections; ○ maintain the integrity of the system; and ○ identify/specify required system design changes to match the operational process & reporting requirements.
<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 management role ● Experience in the development and review of strategies, policies and plans ● Experience in managing multiple functions

H. Job profile agreement				
<i>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.</i>				
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