



JOB PROFILE

A. Post Information	
Post Title	Head: Governance and Strategic Support
Component	Office of the CEO
Location	Head Office - Johannesburg
Post Reports To	Chief Executive Officer

Job Profile Verification	
Profile Verified By:	Petrus Makaneta (Head of Programme: Internal Audit)
Date Verified:	12 July 2011

Job Profile Validation	
Profile Validated By:	Kayum Ahmed (CEO); Naledzani Mukwevho (Deputy CEO)
Date Validated:	15 July 2011 and 18 July 2011 respectively

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

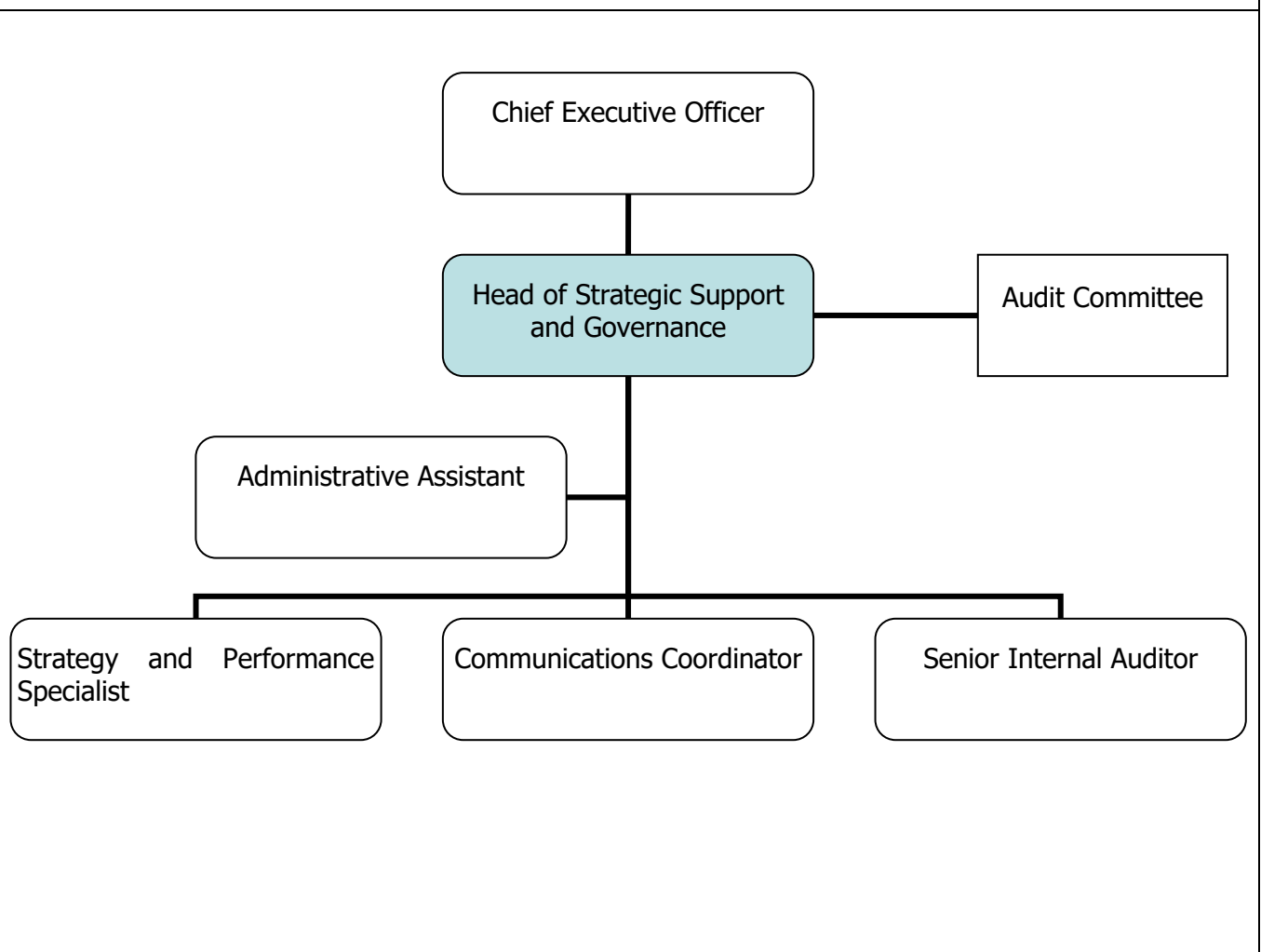
B. Job Purpose

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

To ensure adherence to good corporate governance and to ensure institutional performance; To serve as the head of the internal audit function within the SAHRC.

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, and advice to the Strategic Support and Governance Unit.	1.1	Lead the development and drafting of the strategic plan for the SAHRC and ensure translation of this into the unit's annual performance plan and operational plan.
		1.2	Ensure the implementation of the annual performance plan and operational plan of the unit 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 unit and take corrective actions where required.
		1.4	Oversee and manage the human resources within the unit in an efficient and effective manner.
		1.5	Plan, organise and control activities and resources pertaining to the functions of the unit.
		1.6	Ensure good governance within the unit in line with relevant legislation, regulations and policies.
		1.7	Manage the performance of all direct reports.
2	Oversee the strategy and performance of the SAHRC	2.1	Coordinate the process of developing the strategic and annual performance plans for the SAHRC.
		2.2	Provide strategic guidance and expert advice in terms of Strategic planning and development within the SAHRC.
		2.3	Ensure the effective integration of strategic planning, annual performance planning, business planning and budgeting processes.
		2.4	Ensure, monitor and report on the implementation of

			the Strategic Plan, Annual Performance Plan and Operational Plans.
		2.5	Develop/ Maintain a framework/ system for monitoring and evaluating the performance of the SAHRC on a monthly, quarterly and annual basis.
		2.6	Monitor and evaluate the performance of the SAHRC.
		2.7	Provide reports to various stakeholders on the performance of the SAHRC.
		2.8	Facilitate the development and implementation of institutional performance improvement plans.
		2.9	Manage various strategic events, projects and programmes identified to meet short, medium and long term objectives.
3	Ensure the effective promotion and practice of good corporate governance, including internal audit practices.	3.1	Ensure the development and implementation of good governance policies, practices and processes within the SAHRC.
		3.2	Ensure and manage compliance with good governance policies, legislation, practices, processes and procedures.
		3.3	Provide leadership and expert advice to the SAHRC with regards to the implementation of good governance policies and practices.
		3.4	Lead and manage the provision of internal audit services of the SAHRC.
		3.5	Manage the provision of secretariat services to the audit committee and other relevant structures.
		3.6	Manage the internal audit process of the SAHRC including developing the three-year strategic internal audit plan, annual internal audit operational plan and implementation thereof, convening Audit Committee meetings and overseeing and monitoring recommendations made by the Audit Committee.
		3.7	Ensure implementation of corrective measures that are determined to deal with outcomes of internal audit

			processes.
		3.8	Coordinate overall compliance of the SAHRC with key legislative and regulatory requirements.
4	Oversee and ensure the provision of an effective communications service.	4.1	Oversee the development of communications strategies, policies, mechanisms, and programmes for the SAHRC to support its mandate and strategic objectives.
		4.2	Oversee the provision of external communications support services including content management, media relations, public liaison, website management, and media production.
		4.3	Oversee the management of SAHRC events and the provision of professional events management support.
		4.5	Oversee the provision of corporate communications support including the development of communications instruments, channels etc. such as the website, newsletters and intranet.
		4.6	Monitor and evaluate the effectiveness and efficiency of SAHRC's communications support services.
5	Provide strategic advice, leadership and direction with regards to the management of stakeholder and intergovernmental relations	5.1	Oversee and guide the processes for developing and implementing stakeholder management policies, strategies and models.
		5.2	Oversee the implementation of the intergovernmental relations framework and other relevant stakeholder relations frameworks that may apply to the SAHRC.
		5.3	Provide strategic advice and support in respect of the establishment, management and enhancement of strategic relationships and partnerships by the SAHRC (cooperation and coordination).
		5.4	Participate, lead, and guide the SAHRC's participation in strategic stakeholder engagement and management as well as intergovernmental relations management structures.

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
The Commissioners	<ul style="list-style-type: none"> • Expert advice on the development of the strategic plan and strategic planning process (MTSF), reporting on the implementation of operational plans, annual performance plans and business plans. • Stakeholder management and communications support and advice • Corporate governance support and advice
Chief Executive Officer	<ul style="list-style-type: none"> • Expert advice on the development of the strategic plan and strategic planning process (MTSF), reporting on the implementation of operational plans, annual performance plans and business plans. • Stakeholder management and communications support and advice • Corporate governance support and advice
Programme Managers including Provincial Managers	<ul style="list-style-type: none"> • Expert advice on the development of the strategic plan and strategic planning process (MTSF), monitoring the implementation of the strategic plans, annual performance plan and business plans • Stakeholder management and communications support and advice • Corporate governance support and advice
Audit Committee	Chairperson of the audit committee, provide advice and direction to the committee.

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
The Department of Justice	<ul style="list-style-type: none"> • Report on the performance of the SAHRC • Facilitate engagements on behalf of the SAHRC
National Treasury	Legislation and policy changes, strategic planning reporting (Submission of MTEF and the MTSF process), and reporting on audit enquiries
Auditor General	Comply with regulatory and legislative requirements to facilitate audit processes, and reporting on audit enquiries
SCOPA, Portfolio Committees	Reporting, policy changes, responding to audit and governance issues
The media	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 • Obtain support for the SAHRC

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 Admin Assistant)
Number of staff indirectly managed	<ul style="list-style-type: none"> • 3
Financial accountability	<ul style="list-style-type: none"> • R2, 433, 000

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</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 • Internal audit 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 post graduate degree in auditing or business management • Preferably should be a certified internal auditor • Knowledge of the Medium Term Strategic Framework (MTSF), Government Planning Framework • Knowledge and understanding of audit processes and procedures • Knowledge of good governance policies, practices and directives including the King’s reports • Knowledge of the PFMA and Treasury Regulations • Knowledge of all relevant legislation, policies and procedures • Knowledge and understanding of monitoring and evaluation • Knowledge and understanding of communications and stakeholder management requirements and processes • Knowledge and understanding of project management systems

and processes

- Should be able to:
 - 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 -
 - 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:
 - 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: <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.
Experience <i>(Please list all relevant experience required for the post)</i>	<ul style="list-style-type: none"> • At least 6 years experience in a senior management, auditing or project management related role. • Experience in the preparation and management of strategic plans, business plans and budgets • Exposure to the implementation of internal systems and controls

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

I. 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