



JOB PROFILE

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

Job Profile Verification	
Profile Verified By:	Petrus Makaneta
Date Verified:	9 September 2011

Job Profile Validation	
Profile Validated By:	Kayum Ahmed and Naledzani Mukwevho
Date Validated:	12 September 2011

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

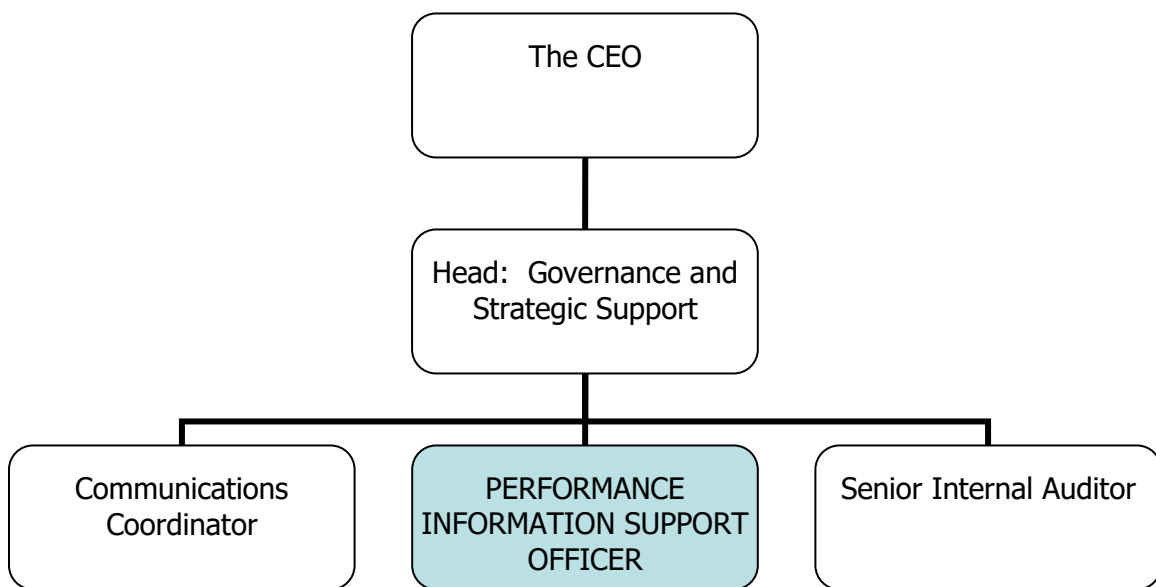
B. Job Purpose

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

To provide support to the management of institutional performance.

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1.	Institutional Performance Audit/ Reviews	1.1	Assess Business Unit reports against reporting criteria
		1.2	Review institutional performance against Annual Performance and Operational plan
		1.3	Prepare Monthly and Quarterly Performance Review assessment reports
		1.4	Engage with Business Units on outcome of reviews
		1.5	Support collation of consolidate performance evidence on Shared/One drive
		1.6	Attend Quaterly PMER workshops as required
2.	Institutional performance tracking	2.1	Develop tracking register to track performance of specific indicators over a ten (10) year period
		2.2	Review and track SSG performance over the past ten (10) years
		2.3	Prepare reports on tracking projects
		2.4	Engage with Finance Unit to track performance against financial considerations
		2.5	Attend meetings with Finance Unit to report on tracking
		2.6	Provide technical assistance to all heads of functions in relation to performance monitoring, evaluation and reporting/ Facilitate capacity building where necessary
3.	Unit Support	3.1	Provide support to the Unit as directed by the Acting Head.
		3.2	Prepare performance reports in line

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	-
The CEO	-
SAHRC management	<ul style="list-style-type: none">• Reports on the organizational performance against the strategic and annual plans
Audit Committee	<ul style="list-style-type: none">• Reports on the organizational performance against the strategic and annual plans• Tactical advice on performance improvement requirements

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"> 0
Number of staff indirectly managed	<ul style="list-style-type: none"> 0
Financial accountability	<ul style="list-style-type: none"> To Be Confirmed

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"> Performance information management Planning and organizing skills Project and programme management (include project finance) Problem solving and analysis Business analysis Strategic planning and management Knowledge management Innovation Financial management Performance management Monitoring and evaluation
<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 Finance Management Act.)</i></p>	<ul style="list-style-type: none"> B-Degree qualification and Certification in Project/ Performance management (with 3 years experience) Knowledge of monitoring and evaluation principles and practices Knowledge and understanding of performance monitoring,

	<p>evaluation and reporting frameworks, systems and processes</p> <ul style="list-style-type: none"> • Knowledge of relevant legislation and regulatory requirements namely PFMA, Treasury Regulations and Frameworks on performance information and strategic plans
<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • 2 – 3 years’ relevant experience in a similar environment based on qualification as outlined above

H. Career pathing	
Next higher position:	Strategy and Performance Specialist
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