



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

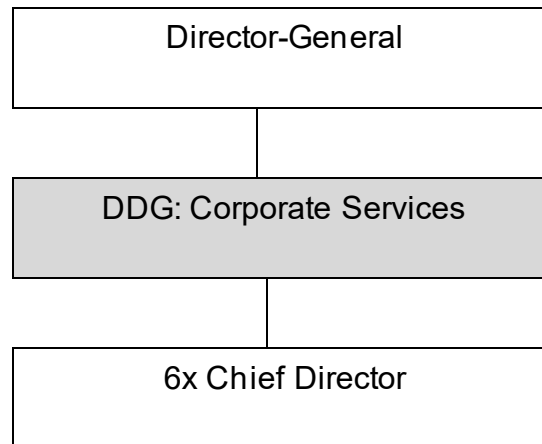
JOB DESCRIPTION

Name:

A. JOB INFORMATION SUMMARY (Information about the job)

Post	DDG: Corporate Services
CORE	7. Management and General Support Personnel
Occupational category	Professionals and Managers: C6010200 Senior Management
Post Level	15
Location	Head Office
Component	Corporate Services
Post reports to	Director-General

POSITION ON THE ORGANOGRAM



B. **JOB PURPOSE** (Brief statement outlining the overall purpose/reason for the existence of the post)

To provide strategic leadership and overall management of corporate services functions of the Department.

C. **MAIN OBJECTIVES OF THE POST** (These are main goals to be achieved, number of KPAs should not be less than 4 and not more than 6 with a weight allocation of 10% minimum and 30% maximum. The total weight of all KPAs should amount to 100%)

KEY PERFORMANCE AREA (KPA)	WEIGHT
Provide strategic leadership in the development, implementation and maintenance of corporate services policies, directives, guidelines and strategic plans-: • Commission researches on latest trends. • Ensure the development and implementation of effective and efficient acts, strategies and policies. • Ensure that all CS policies contribute to the departments' strategic objectives. • Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. • Ensure that the budget framework is in line with Medium Term Expenditure Framework.	20%

Oversee information & communication Technology (ICT) and security management services:- • Provide strategic direction on e-government & ICT. • Oversee ICT programmes & projects management. • Oversee the development, implementation & maintenance of ICT solutions. • Ensure that the ICT governance framework and structures, and policies are in place. • Ensure effective management and implementation of physical security services. • Oversee the provision of the Minimum Information Security Standards (MISS) in order to protect sensitive and classified information. • Ensure effective management and implementation of vetting and screening services.	20%
Oversee management of litigation, contract administration and legal opinions & legal drafting:- • Manage Legal services & litigations. • Manage drafting of legislation & contract administration.	15%
Oversee the provision and integration of human resources management, HR development and organisational Development services. • Provide strategic management and direction with regard to Human Resources Planning and Recruitment. • Ensure provision of Human Resource Administration services. • Drive and manage the implementation of Employee Health and Wellness programme. • Oversee the employment relationship services in the department. • Oversee the implementation of organisational development interventions. • Oversee the implementation of Human Resources Development and Performance management system.	20%
Manage and ensure coordination of all communication functions of the department:- • Oversee the development and implementation of strategies for internal and external Communications. • Manage the development and implementation of communications strategies for programmes aligned to government priorities. • Oversee the compilation, composition and preparation of information pieces about the department i.e. publications, media statements, speeches, brochures, exhibitions. • Develop sound strategic relationships with relevant stakeholders.	15%
Manage the Branch:- • Plan, organise and control activities pertaining to the functions	

of the branch; • Develop and manage the operational plan of the Branch and report on progress as required. • Manage performance and development of employees. • Establish, implement and maintain efficient and effective communication arrangements. • Compile and submit all required administrative reports. • Quality control of work delivered by employees. • Manage and monitor the budget and expenditures for the Branch.	10%
TOTAL	100%

D. STAKEHOLDERS / CLIENTS	
Stakeholder / Client	Key requirements
Minister, Cabinet and Director General-	Advise the Minister and Director General on Corporate Services related policies.
External stakeholders, public and professional bodies/institutions	Manage the flow of information between the Department and stakeholders
Auditor General, National Treasury and Department of Public Service and Administration-	- Ensure the implementation of good cooperate governance within the Department. - Ensure that all directives and policies developed are aligned to DPSA guidelines.

E. COMPETENCY PROFILE	
KNOWLEDGE	• Strategic Planning • Strategic Knowledge Management • Business analyses and risk management • Change management and organisational development • Extensive knowledge of department strategic objective • In-depth knowledge of government protocol processes • Development and implementation of strategies • Public Finance Management Act • Public Service Regulations • Skills Development Act • Labour Relations Act • Basic Conditions of Employment Act • Occupational Health and Safety Act • Minimum Information Security Standards (MISS) • Minimum Physical Security Standards (MPSS)
SKILLS	• Executive management skills • Sound analytical and problem identification and solving skills • Language proficiency • Advanced report writing • Organising and planning • Computer utilisation • Policy formulation • Negotiation skills • Advanced communication (verbal and written) • Advanced interpersonal and diplomacy skills • Time management • Decision making skills • Conflict management • Motivational skills • Programme and management skills
PERSONAL ATTRIBUTES	• Innovative • Resourceful • Ability to work effectively and efficiently under sustained pressure • Ability to meet tight deadlines whilst delivering excellent results • People orientated • Trustworthy • Assertive • Ability to work independently • Team player

LEARNING INDICATORS	- NQF 8 qualification in Public Management or related field of study. 8- 10 years' senior management experience in Corporate Service.
OTHER	Willing to adapt work schedule in accordance with professional requirements.

F. REQUIREMENTS FOR PROMOTION OR PROGRESSION TO THE NEXT SALARY RANGE

- Meeting the requirements of the post at a higher level.

G. JOB DESCRIPTION AGREEMENT

We the undersigned, agree that the content of the completed Job Description gives an accurate outline and picture of the job-

Compiled by Supervisor	<u>Supervisor's name</u>
	<u>Signature</u>
Rank	
Date	
Accepted by jobholder	<u>Jobholder's name</u>
	<u>Signature</u>
Date	
Job description review date	
Approved by Organisational Development	

Additional comments, eg proposed time of revision of this job description or special comments.
Atleast once in every 60 months, the job description may be reviewed to ensure it remains relevant.