**JOB PROFILE**

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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | ASSISTANT DIRECTOR: SCHOOL HEALTH (DISTRICT) |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | TO BE DETERMINED BY JOB EVALUATION |
| **LOCATION** |  |
| **COMPONENT** | EDUCATION SOCIAL SUPPORT SERVICES |
| **DATE** |  |
| **POSTS REPORTS TO** | CES: EDUCATION SOCIAL SUPPORT SERVICES |

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| **B. ORGANOGRAM** |

***SEE THE ATTACHED ORGANISATIONAL STRUCTURE***

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| **C.JOB PURPOSE** |

**To coordinate the provisioning of school health services to learners.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **PROVIDE GUIDANCE ON THE IMPLEMENTATION OF RELATED LEGISLATIVE FRAMEWORKS**   * Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for business process management services * Develop and monitor the implementation of the related plans and programmes |  |
| 2. | * Coordinate the provision of school health services at ordinary, full service, special and independent schools. * Liaise with district office of the Health Department, relevant local municipalities, NGO’s and other health service providers and partners to secure the appropriate coverage of all schools in the district. * Coordinate the provisioning of primary health services to leaners with HIV/AIDS and other chronic diseases in schools. * Coordinate screening and support programmes for learners with eyesight, hearing, dental and related health conditions. * Coordinate periodic screening of learners for stunting, nutritional deficiencies and related nutrition-based health challenges. * Monitor schools for the outbreaks of contagious diseases, report thereon and coordinate with the Health Department the implementation of containment measures. * Coordinate, monitor and report on the implementation of occupational health and safety measures affecting learners in school. |  |
| 4. | **MANAGE THE ALLOCATED RESOURCES OF THE SUB-DIRECTORATE**   * Manage daily employee performance and ensure timely Performance Assessments of all subordinates * Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP’s) for all subordinates * Ensure management, maintenance and safekeeping of assets * Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness * Resolve problems of motivation and control with minimum guidance from manager * Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Executive Committee(Exco)  Provincial Departments  All Senior Management and official in the Department  National Departments and officials  Private Sector Organisations  Internal Organisations  Organised Labour  State Owned entities- Marketers/ Event Coordinators  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | Yes |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

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| **H.BUDGET** |

* Recommend expenditure as per the allocation

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** |  |
| **SKILLS** | * Project Management * Applied Strategic Thinking * Applied Technology * Budgeting and Financial Management * Communication and Information Management * Citizen Focus and Responsiveness * Strategic Management * Develop Others * Financial Management * Diversity Management * Impact and Influence * Networking and Building Bonds * Managing Interpersonal Conflicts & Resolving problems * Planning and Organising * Team Leadership * Communications * Problem Solving and Decision Making * Negotiations * Continuous Improvement |
| **MINIMUM EDUCATION AND TRAINING** | * NQF 7 as recognised by SAQA |
| **Minimum Experience** | * 3 years’ Relevant Experience |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** | Deputy Director |

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| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem* ***reasonable, after due consultation with the post holder.***

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance/workplan agreement of the incumbent, which contains specific target dates, should be read as an extension of this job description and may also contain any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.*

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |