**JOB PROFILE**

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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | ASSISTANT DIRECTOR: LOGISTICAL MANAGEMENT AND AUXILIARY SERVICES |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | TO BE DETERMINED BY JOB EVALUATION |
| **LOCATION** |  |
| **COMPONENT** | SUPPLY CHAIN MANAGEMENT & ICT |
| **DATE** |  |
| **POSTS REPORTS TO** | DEPUTY DIERCTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT (DD) |

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| **B. ORGANOGRAM** |

***SEE THE ATTACHED ORGANISATIONAL STRUCTURE***

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| **C.JOB PURPOSE** |

**To provide logistic and stores, asset and disposal and fleet management services.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **Render district asset, logistics and stores management and disposal services.**   * Implement asset and disposal policies, procedures and delegations. * Plan and administer the acquisition and optimal utilisation of moveable assets and the leasing thereof. * Maintain and reconcile the district movable asset register, including internal transfers. * Implement loss and damage prevention and other control strategies. * Administer disposal management practices. * Provide district inventory and stores management services. |  |
| 2. | **Render district fleet management services.**   * Implement the departmental fleet management policy, procedures and delegations. * Administer provisioning of fleet management services. * Monitor, evaluate and report on the utilisation of the district fleet. |  |
| 3. | **Provide knowledge, records and document management services.**   * Provide district resource centre management services. * Direct, monitor and evaluate document management processes. * Implement the departmental records management policy, systems and procedures for the district. * Provide a central registry service and maintain the electronic records management system including document disposal and archiving services. |  |
| 4. | **Provide office and facilities management services.**   * Provide office support services. * Provide housekeeping (cleaning) services. * Provide office space management services. * Coordinate the provisioning of office accommodation and other services. * Provide security management services. * Provide office maintenance services. |  |
| 5. | **Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives**   * 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 * Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates * Manage daily employee performance and ensure timely Performance Assessments of all subordinates * Ensure management , maintenance and safekeeping of assets |  |
| **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 |