**JOB PROFILE**

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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | DEPUTY DIRECTOR: PSA EMPLOYEE RELATIONS AND PERFORMANCE MANAGEMENT |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | TO BE DETERMINED BY JOB EVALUATION |
| **LOCATION** |  |
| **COMPONENT** | PSA EMPLOYEE RELATIONS AND PERFORMANCE MANAGEMENT |
| **DATE** |  |
| **POSTS REPORTS TO** | DISTRICT DIERCTOR |

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| **B. ORGANOGRAM** |

***SEE THE ATTACHED ORGANISATIONAL STRUCTURE***

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| **C.JOB PURPOSE** |

**Manage provision of PSA employee relations and performance management to the district office, circuit offices and public schools.**

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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 logistics and inventory management services * Develop and monitor the implementation of the related plans and programmes |  |
| 2. | **Provide employee relations management services for public service Act employees.**   * Provide dispute and grievance management administrative services * Provide employer and employee organisational coordination services. * Provide disciplinary management administrative services. * Provide human information management services.   Provide technical advisory services to the district and public school management teams. |  |
| 3. | **Provide employee wellness services.**   * Provide and implement employee wellness programmes in the District. * Oversee the implementation of occupational health and safety measures in the District. * Provide HIV/AIDS/TP prevention coordination services in the District. * Coordinate provisioning of employee counselling services |  |
|  | **Administer human resource development and performance management.**   * Provide human resource and performance management administration services. * Provide human resource development administration services. * Provide performance management administration services. * Provide administration of IQMS performance management services. |  |
| 4. | **Manage the allocated resources of the Sub-Directorate 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** | * Strategic Capability & Leadership * Programme and Project Management * Budgeting and Financial Management * Change Management * Knowledge Management * Service Delivery Innovation * Problem Solving and analysis * People Management and Empowerment |
| **MINIMUM EDUCATION AND TRAINING** | * NQF 7 as recognised by SAQA |
| **Minimum Experience** | * 3 years’ Experience at Supervisory Level (Assistant Director) |
| **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** | 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 |