

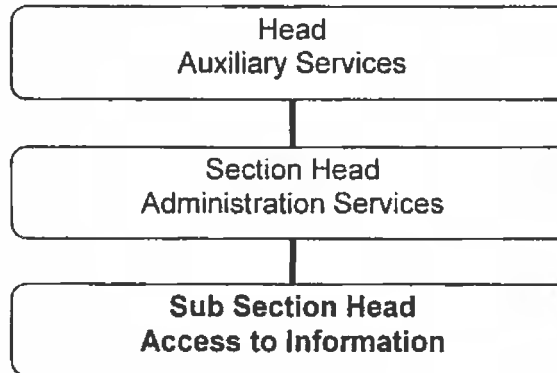


JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

STANDARDISED JOB TITLE			
RANK, INITIALS AND SURNAME	Colonel A Crooks	PERSAL NUMBER	0449120-3
JOB TITLE	Deputy Director : Administration	PROVINCE/DIVISION	Finance and Administration Services
LEVEL	12	STATION/SECTION/UNIT	National Deputy Information Officer

ORGANISATIONAL PLACEMENT



PURPOSE OF THE POST	<ul style="list-style-type: none"> • To give effect to the constitutional right of a person to have access to any information in recorded form held by or under the possession of the Service
KEY PERFORMANCE AREAS	<ol style="list-style-type: none"> 1. Manage the implementation of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). 2. Manage access to records of the Service to ensure transparency and accessibility. 3. Manage and control the human and physical resources of the sub section.

SECTION B: KEY PERFORMANCE AREAS AND TASKS

KPA 1: Manage the implementation of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).	
TASKS	TASK OUTPUTS
<p>1.1. Manage and present information sessions and workshops when so requested by the relevant offices of deputy information officers at provincial and divisional level.</p>	<p>1.1. Managed and presented information sessions and workshops to information officers at provincial and divisional level in terms of the National Instruction on the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.2. Manage and intervene with any request to ensure compliance with the Act which includes —</p> <ul style="list-style-type: none"> (1) the identification of and forwarding/referral of requests to Deputy Information Officers; (2) giving assistance to Deputy Information Officers, requesters, all members on all levels, Human Rights Commission, legal representatives and other Government Departments; and (3) giving guidance to employees with regard to financial practices relating to the handling of fees paid in terms of the Act. 	<p>1.2. Managed and intervened with requests in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.3. Manage and control the responsibilities of the Deputy Information Officer: Financial and Administration Services.</p>	<p>1.3. Managed and controlled the responsibilities of the Deputy Information Officer: Financial and Administration Services in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.4. Make recommendations annually to the Department of Justice and Constitutional Development on the fee structures as prescribed.</p>	<p>1.4. Made annual recommendations to the Department of Justice and Constitutional Development in terms of the Regulations to the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>

<p>1.5. Manage the receiving & consolidation of monthly SAPS 512(m) returns from divisional and provincial deputy information officers on the type of requests received</p>	<p>1.5. Managed the receiving & consolidation of monthly SAPS 512(m) returns from the divisional and provincial deputy information officers in terms of the National Instruction on the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.6. Compile a report for the Human Rights Commission for the relevant financial year in accordance with the provisions of section 32 of the Act.</p>	<p>1.6. Compiled a report for the Human Rights Commission for the relevant financial year in terms of Section 32 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.7. Manage/inspect selected offices of deputy information officers where problem areas were identified & manage intervention to solve identified problems or to get conclusion on information to be included in circulars or the National Instruction</p>	<p>1.7. Managed/inspected selected offices of deputy information officers where problem areas were identified and managed the intervention thereof in terms of Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.8. Receive internal appeals lodged against decisions made and make recommendations to the Minister for Police on decisions to be made with regard to internal appeals lodged.</p>	<p>1.8. Managed internal appeals lodged against decisions made by the Minister of Police in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>

KPA 2: Manage access to records of the Service to ensure transparency and accessibility.

TASKS	TASK OUTPUTS
2.1. Manage the updating of the Promotion of Access to Information Manual when necessary.	2.1. Managed the updating of the Promotion of Access to Information Manual in terms of Section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
2.2. Manage the placement of the updated Manual on the SAPS web site and Intranet.	2.2. Managed the placement of the updated Manual on the SAPS web site and Intranet according to section 14 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
2.3. Hold an annual meeting/workshop with all divisional deputy information officers to determine the update of the previous list of section 15 automatically available records.	2.3. Held an annual meeting/workshop with all divisional deputy information officers to determine the update of the previous list of section 15 automatically available records in terms of section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
2.4. Compile & submit an annual section 15 report/notice of the Service to the Minister of Justice and Constitutional Development to be published in the Gazette.	2.4. Compiled and submitted an annual report to the Minister of Justice and Constitutional Development in terms of Section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
2.5. Manage the inclusion of the published section 15 list of automatically available records into the Manual and circulate the published list within the Service.	2.5. Managed the inclusion of automatically available records into the Manual in terms of Section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
2.6. Manage the update of contact details of deputy information officers & ensure inclusion thereof in the Manual.	2.6. Managed the updated contact details of deputy information officers and ensured that the contact details are included in the Manual in terms of Section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
2.7. Manage the compiling & submitting to the GCIS of a list of the contact particulars of deputy information officers and to the Sub-section: General Administration on request.	2.7. Managed the compiling and submitting to the Sub-section: General Administration and to the GCIS a list of the contact particulars of deputy information officers in terms of Section 16 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

KPA 3: Manage and control the human and physical resources of the sub section.

TASKS	TASK OUTPUTS
3.1. Manage administration responsibilities of personnel at the sub section.	3.1. Managed the administration responsibilities of personnel at the sub section in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999), Relevant Standing Orders and National Instructions.
3.2. Manage the performance of personnel.	3.2. Managed the performance of personnel in terms of in terms of the Performance Enhancement Process (PEP) NI 1/2005 and SAPS Employment Regulations 2000 (Group 41).
3.3. Coordinate and monitor training and development initiatives of staff.	3.3. Coordinated and monitored the training and development initiatives of staff in terms of Service Regulations 14 SO (G) 39. Mentorship skills and SO(G)256.
3.4. Orientate and induct new personnel.	3.4. Orientated and inducted new personnel in terms of the Induction and Orientation Programme of the Service, National Instructions and relevant Standing Orders.
3.5. Provide support to subordinates in dealing with personal or work related problems.	3.5. Provided support in dealing with personal or work related problems provided to subordinates in terms of Employee Assistant of Programs, National Instructions and delegations of policies of the Service.

SECTION C: JOB REQUIREMENTS

JOB REQUIREMENTS

SKILLS

The post requires advanced skills in:

- Building a successful team - ability to use appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of team goals.
- Managing Conflict - ability to deal effectively with others in an antagonistic situation; using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.
- Leading through Vision - ability to keep the organizations vision and values at the forefront of associate decision making and action.
- Driving - ability to drive light duty vehicle.
- Planning and organising - ability to establish courses of action for self and others to ensure that work is completed efficiently.
- Quality orientation - ability to accomplish tasks by considering all areas involved, no matter how small, showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Aligning Performance for Success - ability to focus and guide others in accomplishing work objectives.
- Customer focussed - ability to make customers and their needs a primary focus of ones actions; developing and sustaining productive customer relationships.
- Communication - ability to clearly convey information and ideas to individuals or groups in a manner that helps them understand and retain the message.
- Delegating Responsibilities - ability to allocate decision-making authority and/ or task responsibility to appropriate others to maximize the organisation's and individuals' effectiveness.
- Information Monitoring - ability to set up Building a successful team - ability to use appropriate ongoing procedures to collect and review information needed to manage an organisation or ongoing activities within it.
- Build Strategic Working Relationships - ability to develop and use collaborative relationships to facilitate the accomplishment of work goals.
- Strategic Decision Making - ability to obtain information and identify key issues and relationships relevant to achieve a long-range goal or vision, committing to a course of

QUALIFICATIONS

- At least a 3 year legal degree
- Grade 12 or equivalent.
- Tertiary qualification or equivalent

TRAINING

- Human Resource courses
- Performance Management
- Corel Word Perfect/MS Word
- Persal /Persap
- Corel Presentations/Ms Power Point
- Diversity
- Microsoft Office 98
- Microsoft Outlook
- Corel Quattro Pro / Microsoft Excel
- Facilitation & Presentation Course

STATUTORY/ORGANISATIONAL REQUIREMENTS

- Drivers' licence.
- Be prepared to sign performance plan.

JOB REQUIREMENTS

action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organisational values.

- Decision making - ability to identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions, taking action that is consistent with available facts, constraints and probable consequences.
- Meeting participation -ability to use appropriate interpersonal styles and methods to help reach a meeting's goals while considering the needs and potential contributions of others.
- Presenting work shops or information session - ability to present work shops and information sessions to equip attendees to perform their responsibilities in accordance with the provisions of the relevant legislation

JOB REQUIREMENTS

PERSONAL ATTRIBUTES

The post requires attributes which will ensure the following:

- **Tact** - courteous, diplomatic, comforting and respectful when attending to the problems or difficulties people experience.
- **Trustworthy** - keeps confidence.
- **Committed** - willing to go extra mile.
- **Disciplined** - adherence to rules and regulations.
- **Self-confidence** - belief in self.
- **Creative** - design and conceptualise imaginative and resourceful solutions.
- **Empathy** - compassion for people's situations.
- **External Actualisation** - potential or capacity to follow; to adhere to rules and regulations; to accept and subject oneself to external figures and symbols of authority
- **Observant**- pay special attention to detail.
- **Adaptability** - flexible approach.
- **Innovative** - introduce and apply new ideas and concepts.
- **Impact** - creating a good first impression, commanding attention and respect and showing an air of confidence.
- **Frustration Tolerance** - the potential or capacity to cope with frustration, the ability to handle ones's aggression or feelings of resentment and irritation with situations or others.
- **Self-Motivated** - inner drive to succeed.

EXPERIENCE

- A minimum of 2 years uninterrupted service in the Service on relevant level.

WORKING CONDITIONS/ENVIRONMENT

- Work in office / outside
- Present information sessions / workshops at provinces (office/boardroom venues)

EQUIPMENT/TOOLS

- State vehicle / Computer

SECTION D: JOB DESCRIPTION AGREEMENT

I AMELIA CROOKS (full name) understand what is expected of me as an incumbent in this post and I concur with it.

COMMENTS:

A. CROOKS
COLONEL
KOLONEL

[Handwritten Signature]
SIGNATURE OF INCUMBENT OF THE POST
DATE: 2015-05-04

COMMENTS:

~~*[Handwritten Signature]*~~ *A. Mashgo*
DIRECTOR
SIGNATURE OF SUPERVISOR
DATE: 2015-05-04

JOB DESCRIPTION AUDITS			
CAPTURED BY	RANK, INITIALS AND SURNAME	SIGNATURE	DATE
<u>Station:</u>			
<u>Provincial Office:</u> First Level Job Description Audit			
<u>National Office:</u> Second Level Job Description Audit			