

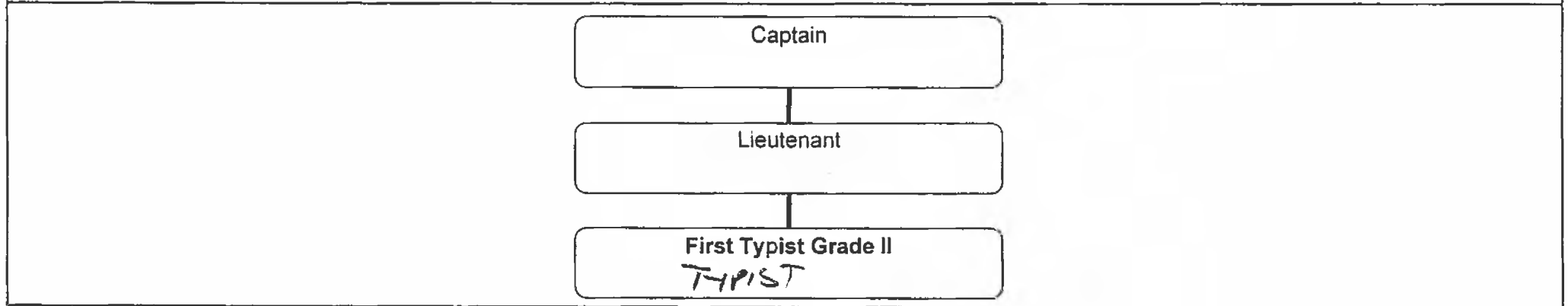


JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

| | | | |
|----------------------------|----------------------|----------------------|-------------------------------------|
| STANDARDISED JOB TITLE | TYPIST | | |
| RANK, INITIALS AND SURNAME | Typist M Valentin | PERSAL NUMBER | 0805410-0 |
| JOB TITLE | First Typit Grade II | PROVINCE/DIVISION | Finance and Administration Services |
| LEVEL | 6 | 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 held by or under the control of the SAPS. |
| KEY PERFORMANCE AREAS | <ol style="list-style-type: none">1. Provide an effective typing and auxiliary service to the sub-section. |

SECTION B: KEY PERFORMANCE AREAS AND TASKS

| KPA 1: Provide an effective typing and auxiliary service to the sub-section. | |
|---|--|
| TASKS | TASK OUTPUTS |
| 1.1. Type reports, letters and documents, store such information and trace and retrieve it on computer. | 1.1. Typed reports, letters and documents, stored such information and trace and retrieve it on computer in terms of Minimum Information Security Standards document, SO(G)231 and all relevant National Instructions, policies and directives applicable to the South African Police Service. |
| 1.2. Receive and send messages to relevant functionaries with regard to work related activities. | 1.2. Received and sent messages to relevant functionaries with regard to work related activities in terms of Minimum Information Security Standards document. |
| 1.3. File and trace documents as required. | 1.3. Filed and traced documents in terms of procedures of dealing with SAPS Registry instructions as well as requirements on Minimum Information Security Standards (MISS) documents |
| 1.4. Dispatch and receive documents to and from the sub section. | 1.4. Dispatched and received documents in terms of the minimum requirements on Minimum Information Security Standards (MISS) documents. |
| 1.5. Acquire stationary from the stationary office at SAPS Head Office. | 1.5. Requested stationary in terms of the Public Finance Management Act, 1999 (Act No 1 of 1999) and office instructions. |
| 1.6. Make photocopies and bind training material for information sessions. | 1.6. Made photocopies and binded training material for information sessions in terms of the Public Finance Management Act, 1999 (Act No 1 of 1999) and office instructions. |
| 1.7. Administer the use, maintenance and cleaning of the microwave oven. | 1.7. Administered the use, maintenance and cleaning of the microwave oven in accordance with the Public Finance Management Act, 1999 (Act No 1 of 1999), standing orders (stores) and office instructions. |

SECTION C: JOB REQUIREMENTS

JOB REQUIREMENTS

SKILLS

The post requires advanced skills in:

- **Typing** - ability to accurately type with required speed.
- **Communication** - ability to clearly convey information and ideas to individuals or groups in a manner that helps them understand and retain the message.
- **Follow up** -ability to monitor the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project .
- **Building strategic working** relations - ability to develop and use collaborative relationships to facilitate the accomplishment of work goals.
- **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.
- **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.
- **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.
- **Aligning performance for success** -ability to focus and guide others in accomplishing work objectives.
- **Planning and organising** -ability to establish courses of action for self and others to ensure that work is completed efficiently.
- **Decision Making** - ability to identify and understand 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.
- **Driving** - ability to drive light duty vehicle

QUALIFICATIONS

- Grade 12 or equivalent

TRAINING

- Human Resource courses.
- Performance Management
- Customer Service.
- Diversity.
- Human Rights.
- Corel WordPerfect/MS Word.
- PERSAL/PERSAP.
- Corel Presentations/Ms Power Point
- Corel Quattro Pro/Ms Excel
- Microsoft Outlook.

STATUTORY/ORGANISATIONAL REQUIREMENTS

- Be prepared to sign performance plan.

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` 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/or as advertised externally.

WORKING CONDITIONS/ENVIRONMENT

- Office worker

EQUIPMENT/TOOLS

- Computer

SECTION D: JOB DESCRIPTION AGREEMENT

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

COMMENTS:

M Valentin

SIGNATURE OF INCUMBENT OF THE POST
DATE: 2015-05-04

COMMENTS:

A. CROOKS
COLONEL
KOLONEL

A Crooks
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 | | | |