

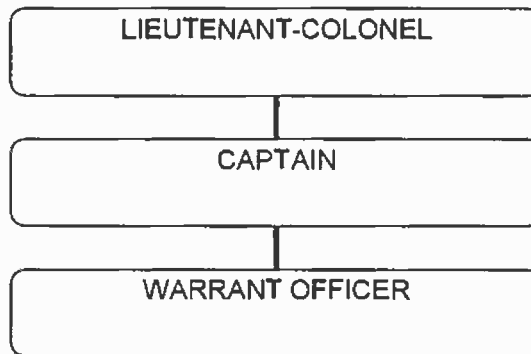


**JOB DESCRIPTION**

**SECTION A: JOB INFORMATION SUMMARY**

<b>STANDARDISED JOB TITLE</b>			
<b>RANK, INITIALS AND SURNAME</b>	Warrant Officer NI Fako	<b>PERSAL NUMBER</b>	7006132-7
<b>JOB TITLE</b>	State Accountant	<b>DIVISION</b>	Financial Management
<b>LEVEL</b>	7	<b>SECTION</b>	Support Services : Financial and Administration Services

**ORGANISATIONAL PLACEMENT**



<b>PURPOSE OF THE POST</b>	<ul style="list-style-type: none"> <li>To assist the Sub-Section Commander : Financial and Administration Services with the management and maintenance of all financial and administrative support functions of the Div: Financial Management</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ol style="list-style-type: none"> <li>1. Perform the responsibilities of the Deputy Information Officer for the Division.</li> <li>2. Control the administrative (auxiliary) related functions within the Division.</li> <li>3. Render an administrative support function to the Sub-Section.</li> </ol>

**SECTION B: KEY PERFORMANCE AREAS AND TASKS**

**KPA 1: Perform the responsibilities of the Deputy Information Officer for the Division.**

<b>TASKS</b>	<b>TASK OUTPUTS</b>
<p>1.1. Keep an updated copy of the following documents :</p> <ul style="list-style-type: none"> <li>• Promotion of Access to Information Act;</li> <li>• National Instruction;</li> <li>• Manual in Afrikaans, English and isiZulu, - SAPS 512 forms.</li> </ul>	<p>1.1. Kept updated copies of documents in terms of the National Instruction and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.2. Receive requests for access to records of the Division : Financial Management.</p>	<p>1.2. Received requests for access to records of the Division: Financial and Administration Services in terms of the National instruction and the Promotion of Access to Information Act, 2000 (Act. No. 2 of 2000).</p>
<p>1.3. Assist requesters with requests for access to records of the Division : Financial Management.</p>	<p>1.3. Assisted requesters with requests for access to records of the Division: Financial and Administrations Services in terms of the National Instruction and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.4. Receive proof of payment by the requester.</p>	<p>1.4. Received proof of the payment by the requester in terms of the National Instruction and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>

<p>1.5. Identify the relevant line manager of the Division who is responsible for the requested record and forward such a request to the line manager concerned for his or her decision; or transfer to a relevant public body where applicable or refer to relevant deputy information officer of another division where applicable.</p>	<p>1.5. Identified the relevant line manager of the Division who is responsible for the requested record and forward such a request in terms of the National Instruction and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.6. Inform a third party to whom the record relates of such request received or inform the requester of all relevant decisions regarding his or her request and where applicable submit copies of the requested records.</p>	<p>1.6. Informed the third party to whom the record relates of such request received in terms of the National Instruction and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.7. Keep record of the number of requests received and the outcome of such requests by completing the Access to Information Register (SAPS 512).</p>	<p>1.7. Kept record of the number of requests received and the outcome in terms of the National Instruction and section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>
<p>1.8. Compile and submit to the National Deputy Information Officer:  (1) a SAPS 512 (m) monthly return on the number of requests for access to records, received;  (2) internal appeals lodged against decisions taken i.t.o. the Act &amp; make submissions regarding it</p>	<p>1.8. Compiled and submitted to the National Deputy Information Officer a SAPS 512(m) monthly return and Internal appeals lodged in terms of the National Instruction and section 15 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).</p>

**KPA 2: Control administrative (auxillary) related functions within the Division.**

TASKS	TASK OUTPUTS
2.1. Control the filing, safe keeping and issuing of Personal documents of members of the Division : Financial Management.	2.1. Personal documents filed, kept safe and issued on request in terms of the Filing System.
2.2. Control the updating of all registry related matters.	2.2. Controlled and well maintained registry system in terms of Standing Order (G) and the Archives and Registry prescripts.

**KPA : Render an administrative support function to the Sub-Section.**










TASKS	TASK OUTPUTS
3.1. Administer the leave of employees of the sub-section when co-worker is absent.	3.1. Administered the leave of employees of the sub-section in terms working hours and Standing Order (G) 78.
3.2. Deal with Mainframe and Crime Administration System enquiries.	3.2. Dealt with Mainframe and Crime Administration System enquiries in terms of the (MISS) document and Head Office instructions and authority of access to the Persal and Persap systems and Public Finance Management Act, 1999 (Act No. 1 of 1999).
3.3. Control and conduct ad hoc tasks allocated as per directive.	3.3. Controlled and conducted ad hoc tasks allocated to the Division : Financial Management.

**SECTION C: JOB REQUIREMENTS**

**JOB REQUIREMENTS**

**SKILLS**













The post requires advanced skills in:

-  **Stress Tolerance** - ability to maintain stable performance under pressure or opposition; holding stress in a manner that is acceptable to others and to the organisation.
-  **Communication** - ability to clearly convey information and ideas to individuals or groups in a manner that helps them understand and retain the message.
-  **Computer Literacy** - ability to operate a computer to register a case on CAS.
-  **Driving** - ability to drive light duty vehicle.
-  **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.
-  **Contributing to Team Success** - ability to actively participate as a member of a team to move the team toward the completion of goals.
-  **Applied Learning** - ability to assimilate and apply new job-related information in a timely manner.
-  **Building Customer Loyalty** - ability to meet customer needs; building productive customer relationships; taking responsibility for customer satisfaction and loyalty.
-  **Managing Work** - ability to manage one's time and resources to ensure that work is completed efficiently.

**QUALIFICATIONS**

-  Grade 12 or equivalent.
-  National Qualification Framework Level 4

**TRAINING:**

-  Corel Word Perfect / MS Word
-  Protocol
-  Speech
-  Provisioning administration II.
-  Corel Presentations/MS Power Point
-  Corel Quattro Pro/MS Excel
-  Microsoft outlook
-  Customer Service
-  Diversity
-  Human Rights
-  Domestic Violence.
-  Victim Empowerment.

**STATUTORY 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'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

Inside/Office

### EQUIPMENT/TOOLS

Computer/Save

**SECTION D: JOB DESCRIPTION AGREEMENT**

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

**COMMENTS:**

*[Signature]*  
 w/o of FAKO  
 N.I. FAKO  
 2006/32-7  
**SIGNATURE OF INCUMBENT OF THE POST**  
**DATE: 29 JUNE 2015**

*[Signature]*  
 Capt  
 DF Wilkens  
**COMMENTS:**  
**SIGNATURE OF SUPERVISOR**  
**DATE: 2015/6/29.**

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			