

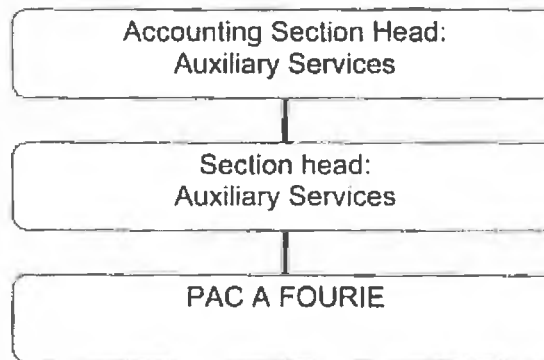


JOB DESCRIPTION

SECTION A: JOB INFORMATION SUMMARY

STANDARDISED JOB TITLE			
RANK, INITIALS AND SURNAME	PAC A FOURIE	PERSAL NUMBER	0527715-9
JOB TITLE	DEPUTY INFORMATION OFFICER	PROVINCE/DIVISION	LIMPOPO / SUPPORT SERVICES
LEVEL	5	STATION/SECTION/UNIT	MODIMOLLE / AUXILIARY

ORGANISATIONAL PLACEMENT



PURPOSE OF THE POST	• ADMINISTER EFFECTIVE ADMINISTRATION AT STATION LEVEL
KEY PERFORMANCE AREAS	<ol style="list-style-type: none"> <li data-bbox="618 240 2112 304">1. Perform the responsibilities as Deputy Information Officer (DIO): Police station to give effect to the right of Access to Information Act 2 of 2000. <li data-bbox="618 368 2112 432">2. The effective administration of applications for Certificates of Conduct, Fingerprint Clearances and Public Driving Permits. <li data-bbox="618 464 2112 504">3. Ensure accurate record keeping and efficient administration.

SECTION B: KEY PERFORMANCE AREAS AND TASKS

KPA 1: PERFORM THE RESPONSIBILITIES AS DEPUTY INFORMATION OFFICER (DIO): POLICE STATION TO GIVE EFFECT TO THE RIGHT OF ACCESS TO INFORMATION ACT 2 OF 2000

TASKS	TASK OUTPUTS
<p>1.1 The effective handling of Accident Reports.</p> <ul style="list-style-type: none"> • Administer SAPS 512(a) Reports on requests • Administer SAPS 512(b) notices on fees payable • Administer SAPS 512(c) notices to requester in case of Intended Refusal • Administer SAPS 512(l) if necessary transfer requests and inform the requester of the transfer (Also see SAPS 512 (d)) • Decision on dealing with Request SAPS 512(d) • Decision on Request for Access to a record SAPS 512(e) • Request to a Record Containing information of a third party SAPS 512(f) • Administer SAPS 512(g) decision on request for access to a record relating to third party • SAPS 512(m) timeous completion of returns • Administer SAPS 512(n) request • SAPS 512(o) administer notices of internal appeal • SAPS 512(h) administer notices to the third party of receipt of internal appeal • SAPS 512(i) administer notices to requester of receipt of Internal appeal • SAPS 512(j) Notice to third party of decision on internal appeal & SAPS 512(k) notice to requester of decision on internal appeal • SAPS 512 Administer the access to information register 	<p>1.2 Receive and dealt with an average of (50) Accident Reports monthly.</p> <ul style="list-style-type: none"> • Timorously reports between the DIO and Line Manager • Requester informed on the requested fee in time by the DIO • DIO Inform requester of intended refusal where request form is incomplete. • Transfer of request for access to other public body as soon as reasonably possible • Requester must be informed of transfer of his request to other public body. • DIO informed the requester that access should be deferred and that he/she may make representations. • DIO inform requester that access is granted (either in full or in part) or refused. • DIO inform requester of deferral after DIO considered his/her representations. • DIO inform requester that record cannot be found or does not exist. • Third parties informed of requests made • DIO inform 3rd party of decision to grant or refuse access to the requester • Return from Police Station DIO to Area DIO at the end of each month • Completed request form (SAPS 512(n) by the requester. • Lodging of internal appeals on the form SAPS 512(o) in terms of prescribed procedures • DIO informed the 3rd party of receipt of internal Appeal lodged by the requester • DIO inform requester that 3rd party lodged an internal appeal against the granting of access. • DIO inform 3rd party with a SAPS 512(j) and the requester with a SPS 512(k) of the decision of the internal appeal as decided by the minister • DIO informs 3rd party with a SAPS 512(j) and the requester with a SAPS 512(k) of the decision of the Internal appeal as decided by the minister • The DIO must complete the relevant columns during the whole process

KPA 2: THE EFFECTIVE ADMINISTRATION OF APPLICATIONS FOR CERTIFICATES OF CONDUCT, FINGERPRINT CLEARANCES AND PUBLIC DRIVING PERMITS.	
TASKS	TASK OUTPUTS
2.1 The effective handling of applications for Public Drivers Permits.	2.1 Receive and handle an average of 60 applications for Public Driving Permits monthly.
2.2 The effective handling of applications for Fingerprint Clearances.	2.2 Receive and handle an average of 10 applications for Fingerprint Clearances Monthly.
2.3 The effective handling of applications for Certificates of conduct.	2.3 Receive and handle an average of 5 applications for Certificates of Conduct Monthly

KPA 3: ENSURE ACCURATE RECORD KEEPING AND EFFICIENT ADMINISTRATION	
TASKS	TASK OUTPUTS
3.1. Update Register / Worksheets	3.1. Registers / worksheets updated and managed during the month according to National standards

SECTION C: JOB REQUIREMENTS

JOB REQUIREMENTS	
<p>SKILLS</p> <p>The post requires advanced skills in:</p> <p>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.</p> <p>Managing Conflict - ability to deal effectively with others in an antagonistic situation; using appropriate interpersonal styles and method to reduce tension or conflict between two or more people.</p> <p>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.</p> <p>Communication - ability to clearly convey information and ideas to individuals or groups in a manner that helps them understand and retain the message.</p> <p>Computer Literacy - ability to operate a computer to register a case on CAS.</p> <p>Typing - accurately with required speed</p> <p>Driving - ability to drive light duty vehicle.</p> <p>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.</p> <p>Contributing to Team Success - ability to actively participate as a member of a team to move the team toward the completion of goals.</p> <p>Applied Learning - ability to assimilate and apply new job-related information in a timely manner.</p> <p>Building Customer Loyalty - ability to meet customer needs; building productive customer relationships; taking responsibility for customer satisfaction and loyalty.</p> <p>Managing Work - ability to manage one's time and resources to ensure that work is completed efficiently.</p> <p>Safety Awareness - ability to be aware of conditions that affect employee safety.</p>	<p>QUALIFICATIONS</p> <ul style="list-style-type: none">• Grade 12 or equivalent. <p>TRAINING</p> <ul style="list-style-type: none">• Civilian Orientation Course• Basic SAPS CRC Course• Crim System Course• Circulation System: Enquiry wanted persons• Workshop : Access To Information Act 2/2000• Workshop: Suicide prevention• Computer Literacy Course Level 1• MS Word XP Intermediate <p>STATUTORY/ORGANISATIONAL REQUIREMENTS</p> <ul style="list-style-type: none">• Sign a performance plan• Security Clearance up to Top Secret

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 one's aggression or feelings of resentment and irritation with situations or others.
- Self-Motivated – inner drive to succeed.

EXPERIENCE

- At least 2 years uninterrupted service in the Service on relevant level.

WORKING CONDITIONS/ENVIRONMENT

- Office Related

EQUIPMENT/TOOLS

- FES Machine (fingerprints)
- Computer Equipment
- Fax Machine
- Photo Copier / Scanner

SECTION D: JOB DESCRIPTION AGREEMENT

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

COMMENTS:

[Signature]
 SIGNATURE OF INCUMBENT OF THE POST
 DATE: 2014-04-25

COMMENTS:

[Signature]
 SIGNATURE OF SUPERVISOR
 DATE: 2014 04 25.

JOB DESCRIPTION AUDITS			
CAPTURED BY	RANK, INITIALS AND SURNAME	SIGNATURE	DATE
Station: Medaille	PROVINCIAL EPC HP Engelbrecht	<i>[Signature]</i>	2014-04-25
Provincial Office: First Level Job Description Audit	PPG MS RAILUBY	SHILL	15/2/12
National Office: Second Level Job Description Audit			