



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

**Department of Home Affairs
JOB PROFILE / DESCRIPTION**

A. JOB INFORMATION SUMMARY	
Job Title:	Chief of Staff
Post Level and Salary Code:	14
CORE code:	Management and General Support Services
Occupational Class Code:	C6010200
Name of Component:	Ministry
Position Reporting to:	Minister
Location:	Head Office, Pretoria
Name of Job Holder:	
Job Evaluation Outcome	
Role Description Approved by:	
Confirmed Grade:	
Date Graded:	

B. JOB PURPOSE

Brief statement outlining the overall purpose/reason for existence of the post (One or two sentences).

Manage the office of, and render a support service to, the executing authority.

C. MAIN OBJECTIVES/OUTPUTS

List five or six main objectives in terms of measurable results to be achieved and rank in order of importance.

(S=SPECIFIC M=MEASURABLE A=ACHIEVABLE R=REALISTIC T=TIME BOUND)

1. Ensure that administrative support is rendered to the executing authority on Parliamentary/Legislature and Cabinet/Executive Council matters.

- Ensure that events in Parliament/the relevant legislature are monitored to identify matters that have a bearing on the portfolio of the executing authority and coordination of parliamentary questions.
- Ensure that an efficient and effective parliamentary service is rendered.
- Ensure that the movement between the Pretoria and Cape Town offices for parliamentary sessions are co-ordinated and controlled.
- Deal with Parliamentary/Legislature and Cabinet/Executive Council matters as the need arises.

2. Ensure that the required administrative functions are performed within the office of the executing authority.

- Ensure that liaison with internal and external role players with regard to matters relating to the portfolio of the executing authority is done.
- Ensure that a Cabinet support service is rendered to the executing authority.
- Personally liaise with internal and external role players and render a Cabinet support service as the need arises.

<p>3. Provide support to the executing authority with his/her constituency work.</p> <ul style="list-style-type: none"> - Liaise with relevant role players in the constituency and other political structures. - Resolve constituency matters referred to the Chief of Staff. - Follow up and monitor requests received from the constituency.
<p>4. Provide support to the executing authority with matters emanating from his/her portfolio and official matters emanating from other activities, e.g. participation in national and international forums and structures.</p> <ul style="list-style-type: none"> - Co-ordinate and follow-up on requests and instructions of the executing authority to institutions within his/her portfolio. - Serve as link between the executing authority and the institutions within the portfolio of the executing authority. - Compile documents and briefing notes as required for the executing authority. - Verbally brief and/or ensure that the executing authority receives documentation and briefing notes for meetings timeously. - Manage the VIP security of the executing authority with the SAPS. - Conduct research as required by the executing authority. - Give strategic leadership on, and co-ordinate communication with, the media on the portfolio and other activities of the executing authority. - Manage special projects as required by the executing authority. - Oversee the management and maintenance of the official residence of the executing authority by Public Works.
<p>5. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</p> <ul style="list-style-type: none"> - Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. - Remain abreast with the procedures and processes applicable to the office of the executing authority.

6. Manage resources (Physical, financial and human) in the office of the executing authority.

- Develop and manage the strategic and operational plans of the office of the executing authority.
- Manage the budget of the office of the executing authority.
- Manage the human resources in the office of the executing authority.
 - Ensure the efficient and effective utilization of human resources.
 - Ensure that the necessary personnel are recruited and retained within budgetary constraints.
 - Ensure sound employment relations.
 - Quality control of the work delivered by supervisees.
 - Advise supervisees with regard to all aspects of the work.
 - Serve as the formal disciplinary authority with regard to the employees in the office of the executing authority.
 - Ensure that supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
 - Establish, implement and maintain efficient and effective communication arrangements with employees in the office of the executing authority.

D. INFLUENCE AND COMMUNICATION

Illustrate the stakeholders that this job will influence and the purpose for the communication

List Key Customers	*Frequency of interaction	Purpose of Interaction
Minister, Deputy Minister, DG, Senior Members and DHA Staff	D	Reporting, strategic advices and guidance
Presidency (Cabinet Lekgocla), Ministry, DG's, Parliamentarians	W	Direction, Expert advice, Reporting

Governmental Spheres (Presidency, DPSA, OPSC, National Treasury, Auditor-General etc)	W	Provide advice
External Institutions (IOM, UNHCR, SA Migration etc)	D	Advice and respond to invitations and any other type of enquiries
Private Sector Organisations /Academic Institutions	D	Advice and respond to invitations and any other type of enquiries
Government Clusters (G&A, IRPS, JCPS, SOCIAL & ECON Clusters)	M	Submit reports and communicate implementation of decisions taken
International Organisations (NEPAD, AU, UN, SADC, Foreign Embassies, FOSAD)	W	Service Delivery, Provide Protocol Services
General Public	D	Responding on enquiries, queries related to the departmental core function/mandate

* C = Constantly
D = Daily

W = Weekly
M = Monthly

S = Seldom
I = Intermittent but intense

Accountability	Number (e.g. 1 – 300)
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	2
Number of staff indirectly managed	7
Number of contractors/suppliers managed	TBC
Financial Accountability	ZAR (As per delegations of authority)
Other:	

E. INHERENT REQUIREMENTS OF THE JOB

1. Skills/Knowledge/ Behaviour			
Requirement	Management Competencies	Level (Basic/ Intermediate/ Expert)	
Key Competencies <i>Please refer to the senior management services handbook for a guide on competencies</i>	1. Strategic capability and leadership – Strategic Management – Strategic Planning	Expert	
	2. Service delivery innovation	Expert	
	3. Client orientation and customer focus	Expert	
	4. People management and empowerment	Expert	
	5. Financial management	Intermediate	
	6. Honesty and integrity	Expert	
	7. Program and project management	Intermediate	
	8. Change management	Expert	
	9. Communication	Expert	
	10. Knowledge and Information management	Expert	
	11. Deciding and initiating action	Expert	
	Functional Competencies		
	12. Record Management	Expert	
	13. Problem solving and analysis	Expert	
14. Policy Development	Intermediate		

	15. Influencing and Networking	Expert
	16. Research Methodology and Analysis	Intermediate
	17. Business Report Writing	Expert
	18. Coaching and Facilitating	Intermediate
	19. Planning, Organising and Time Management	Intermediate
	20. Delivering Results	Expert
	21. Diplomacy	Expert
	22. Computer Literacy	Intermediate
	23. Presentation Skills	Expert
Knowledge and Education <i>This field requires a list of all knowledge requirements relevant to this job e.g. Knowledge of the Public Service Act.</i>	1. An undergraduate qualification in International Relations or related field at NQF Level 7 as recognised by SAQA.	
	2. Knowledge of the Constitution of South Africa	
	3. Knowledge of the South African Foreign Policy	
	4. Knowledge of the Medium Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla)	
	5. Understanding of Parliamentary Principles	
	6. Good knowledge of industry standards and own organisation's business environment	
	7. Knowledge of the Public Service Act and Regulations	
	8. Knowledge of the Public Finance Management Act	
	9. Understanding of relevant departmental human resources frameworks and other public service acts, regulations and prescripts	
Experience <i>(Please list all relevant experience required for the post)</i>	1. 5 years related experience at Senior Management level is required	
	2. Experience and knowledge of Ministry operations	
	3. Working knowledge of the political and parliamentary processes in South Africa	

2. Special conditions or requirements of the Job	
Please list items such as overtime required, shift work required, etc. in this space	1. Traveling is required
	2. Extended working hours is required
	3. on call is required

F. CAREER PATHING	
Next higher position:	Next higher level
What is required to progress:	Nature of Work: Compliance with the next higher level
	Requirements: <i>Compliance with the requirements of the higher position</i>

G. JOB PROFILE AGREEMENT

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the job.			
TITLE	NAME	EMPLOYEE NR	DATE
Job Holder			
Immediate Manager/Supervisor			
	SIGNATURE		



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

Department of Home Affairs

JOB DESCRIPTION/ PROFILE

A. JOB INFORMATION SUMMARY	
Job Title:	Parliamentary and Cabinet Support
Post Level and Salary Code:	13
CORE code:	Management and general support personnel
Occupational Class Code:	B204000
Name of Component:	Ministry
Position Reporting to:	Chief of Staff
Location:	Head Office
Name of Job Holder:	
Job Evaluation: 9/10/2019	
Role Description Approved by:	
Confirmed Grade:	
Date Graded:	

B. JOB PURPOSE

Brief statement outlining the overall purpose/reason for existence of the post (One or two sentences).

To lead and maintain strong link between DHA, Parliament/the legislature and Cabinet/executive council on processes and activities by building capacity for the Executing Authority.

C. MAIN OBJECTIVES/OUTPUTS

List five or six main objectives in terms of measurable results to be achieved and rank in order of importance.

(*S=SPECIFIC

M=MEASURABLE

A=ACHIEVABLE

R=REALISTIC

T=TIME BOUND)

1. Coordinate and provide Parliamentary and Cabinet support to the office of the Executing Authority

- Manage, attend and engage with portfolio committees
- Research, draft and present submissions to be made to Parliament, legislatures and other relevant bodies
- Keep up to date with all activity in the National Assembly and portfolio structures
- Stay abreast of all relevant information related to the Executing Authority's office to be presented to Parliament and Cabinet
- Ensure that the Executing Authority presence in Parliament sessions, as and when required

2. Oversee the monitoring of events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the executive authority

- Quality assure documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the executive authority.
- Ensure liaison with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the executive authority and brief departments on decisions taken.
- Peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters

<p>that have a bearing on the portfolio of the executive authority.</p> <ul style="list-style-type: none"> - Liaise with structures, by attending meetings, like cluster and cabinet committees.
<p>3. Render an efficient and effective parliamentary service</p> <ul style="list-style-type: none"> - Manage and coordinate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events. - Draft cabinet memoranda, speeches, submissions, briefing notes and other documents as required. - Gazette and table draft bills emanating from the portfolio of the executive authority. - Provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the executive authority.
<p>4. Manage and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable)</p> <ul style="list-style-type: none"> - Manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town. - Manage the movement of households to and from Cape Town.
<p>5. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.</p> <ul style="list-style-type: none"> - Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. - Remain abreast with the procedures and processes applicable to the executive authority.
<p>6. Ensure effective governance and compliance</p> <ul style="list-style-type: none"> - Develop and implement governance processes, frameworks and procedures - Monitor and ensure compliance with legislation, regulations, DHA policies and procedures - Ensure compliance with all audit requirements

<ul style="list-style-type: none"> - Represent the unit at management and other government forums - Monitor quality, risk, standards and practices against prescribed frameworks
<p>7. Manage resources (Physical, financial and human) in the office of the executing authority.</p> <ul style="list-style-type: none"> - Develop the operational plans of the office of the executing authority. - Manage the budget of the office of the executing authority. - Ensure the development of employees by identifying training. - Ensure the efficient and effective utilization of human resources. - Ensure that the necessary personnel are recruited and retained within budgetary constraints. - Ensure sound employment relations and advise supervisees with regard to all aspects of the work. - Serve as the formal disciplinary authority with regard to the employees in the office of the executing authority. - Ensure that employees are trained and developed to be able to deliver work of the required standard efficiently and effectively. - Establish, implement and maintain efficient and effective communication arrangements with employees in the office of the executing authority.

D. INFLUENCE AND COMMUNICATION

Illustrate the stakeholders that this job will influence and the purpose for the communication

List Key Customers	*Frequency of interaction	Purpose of Interaction
Minister, Deputy Minister, DG, Senior Members and DHA Staff	D	Reporting, strategic advices and guidance
Presidency (Cabinet Lekgotla), Ministry, DG's, Parliamentarians	W	Direction, Expert advice, Reporting

Governmental Spheres (Presidency, DPSA, OPSC, National Treasury, Auditor-General etc)	W	Provide advice
External Institutions (IOM, UNHCR, SA Migration etc)	D	Advice and respond to invitations and any other type of enquiries
Private Sector Organizations /Academic Institutions	D	Advice and respond to invitations and any other type of enquiries
Government Clusters (G&A, IRPS, JCPS, SOCIAL. & ECON Clusters)	M	Submit reports and communicate implementation of decisions taken
International Organizations (NEPAD, AU, UN, SADC, Foreign Embassies, FOSAD)	W	Service Delivery, Provide Protocol Services

Accountability	Number (e.g. 1 – 300)
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	
Number of staff indirectly managed	
Number of contractors/suppliers managed	TBC
Financial Accountability	ZAR (As per delegations of authority)
Other:	

E. INHERENT REQUIREMENTS OF THE JOB

1. Skills/Knowledge/ Behaviour		
Requirement	Management Competencies	Level
Key Competencies <i>Please refer to the senior management services handbook for a guide on competencies</i>	1. Strategic Capability and Leadership – Implementation	Intermediate
	2. Service Delivery Innovation	Intermediate
	3. Client Orientation and Customer Focus	Intermediate
	4. People Management and Empowerment	Intermediate
	5. Financial Management	Intermediate
	6. Honesty and integrity	Expert
	7. Project Management	Intermediate
	8. Change Management	Intermediate
	9. Well develop written and verbal communication	Intermediate
	10. Knowledge Management	Intermediate
	11. Decision Making	Intermediate
	Functional Competencies	
	1. Quality Orientation	Expert
	2. Initiating Action	Expert
	3. Computer Literacy	Basic
	4. Data, Records and Archiving Management	Expert
	5. Business Reporting	Basic
	6. Influencing and Networking	Intermediate

	<p>7. Operations Management</p> <p>Intermediate</p> <p>8. Research and analytic skills</p> <p>8. Planning and Organizing</p> <p>Intermediate</p> <p>1. An undergraduate qualification in Political Science/ International Relation at NQF level 7 as recognised by SAQA.</p> <p>2. Knowledge of the Constitution of the Republic of South African</p> <p>3. Knowledge of the South African Foreign Policy</p> <p>4. Knowledge of the Medium Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla)</p> <p>5. Good knowledge of industry standards and own organisation's business environment</p> <p>6. Knowledge of the Public Service Act and Regulations</p> <p>7. All relevant departmental human resources frameworks and other public service acts, regulations and prescripts</p> <p>8. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations</p> <p>Basic</p>
<p>Experience (Please list all relevant experience required for the post)</p>	<p>1. 5 years related experience in Senior/ Middle Management or Specialised field and in performing Parliamentary duties is required</p> <p>2. Experience and knowledge of Ministry operations</p> <p>3. Working knowledge of the political and parliamentary processes in South Africa</p>
<p>2. Special conditions or requirements of the Job</p> <p>Please list items such as overtime required, shift work required, etc. in this space</p>	<p>1. Traveling is required</p> <p>2. Extended working hours is required</p>

F. CAREER PATHING	
Next higher position:	Next higher level
What is required to progress:	Nature of Work: Compliance with the next higher level
	Requirements: Compliance with the requirements of the higher position

G. JOB PROFILE AGREEMENT

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the job.			
TITLE	NAME	EMPLOYEE NR	DATE
Job Holder			
Immediate Manager/Supervisor			
		SIGNATURE	



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

Department of Home Affairs

JOB DESCRIPTION/ PROFILE

A. JOB INFORMATION SUMMARY	
Job Title:	Cabinet and Parliamentary Officer
Post Level and Salary Code:	11
CORE code:	Management and general support personnel
Occupational Class Code:	B2040000
Name of Component:	Ministry
Position Reporting to:	Parliamentary and Cabinet Support
Location:	Head Office
Name of Job Holder:	
Job Evaluation Outcome	
Role Description Approved by:	
Confirmed Grade:	

Date Graded:	
B. JOB PURPOSE	
<i>Brief statement outlining the overall purpose/reason for existence of the post (One or two sentences).</i>	
To coordinate matters relating to Parliament/the legislature and Cabinet/executive council in the office of the Executing Authority	
C. MAIN OBJECTIVES/OUTPUTS	
<i>List five or six main objectives in terms of measurable results to be achieved and rank in order of importance.</i>	
(*S=SPECIFIC	M=MEASURABLE
A=ACHIEVABLE	R=REALISTIC
T=TIME BOUND)	
<p>1. Monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the executive authority</p> <ul style="list-style-type: none"> - Peruse documents like Hansard speeches, minutes of portfolio and standing committees, and monitor meetings of legislative structures to identify matters that have a bearing on the portfolio of the executive authority. - Liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the executive authority and brief departments on decisions taken. 	
<p>2. Monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the executive authority</p> <ul style="list-style-type: none"> - Peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the executive authority. - Liaise with structures, by attending meetings, like cluster and cabinet committees. 	

<p>3. Render an efficient and effective parliamentary service</p> <ul style="list-style-type: none"> – Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events. – Compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. – Gazette and table draft bills emanating from the portfolio of the executive authority. – Provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the executive authority.
<p>4. Co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable)</p> <ul style="list-style-type: none"> – Manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town. – Manage the movement of households to and from Cape Town.
<p>5. Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.</p> <ul style="list-style-type: none"> – Remain up to date with regard to the applicable prescripts/policies and procedures that apply to his/her work terrain. – Remain abreast with the procedures and processes applicable to the executive authority.
<p>6. Ensure effective governance and compliance</p> <ul style="list-style-type: none"> – Develop and implement governance processes, frameworks and procedures – Monitor and ensure compliance with legislation, regulations, DHA policies and procedures – Ensure compliance with all audit requirements – Represent the unit at management and other government forums

-- Monitor quality, risk, standards and practices against prescribed frameworks

D. INFLUENCE AND COMMUNICATION		
<i>Illustrate the stakeholders that this job will influence and the purpose for the communication</i>		
List Key Customers	*Frequency of interaction	Purpose of Interaction
Minister, Deputy Minister, DG, Senior Members and DHA Staff	D	Reporting, strategic advices and guidance
Presidency (Cabinet Lekgotla), Ministry, DG's, Parliamentarians	W	Direction, Expert advice, Reporting
Governmental Spheres (Presidency, DPSA, OPSC, National Treasury, Auditor-General etc)	W	Provide advice
External Institutions (IOM, UNHCR, SA Migration etc)	D	Advice and respond to invitations and any other type of enquiries
Private Sector Organizations /Academic Institutions	D	Advice and respond to invitations and any other type of enquiries
Government Clusters (G&A, IRPS, JCPS, SOCIAL & ECON Clusters)	M	Submit reports and communicate implementation of decisions taken
International Organizations (NEPAD, AU, UN, SADC, Foreign Embassies, FOSAD)	W	Service Delivery, Provide Protocol Services

Accountability	Number (e.g. 1 – 300)
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	
Number of staff indirectly managed	
Number of contractors/suppliers managed	TBC
Financial Accountability	ZAR (As per delegations of authority)
Other:	

E. INHERENT REQUIREMENTS OF THE JOB	
1. Skills/Knowledge/ Behaviour	
Requirement	Management Competencies
Key Competencies	1. Operational Capability and Leadership Implementation
	2. Service Delivery Innovation
	3. Client Orientation and Customer Focus
	4. People Management and Empowerment
	5. Financial Management
	6. Project Management
	7. Change Management
	8. Well develop written and verbal communication

	<p>9. Knowledge Management</p> <p>10. Decision Making</p> <p>11. Quality Orientation</p> <p>12. Initiating Action</p> <p>13. Computer Literacy</p> <p>14. Data, Records and Archiving Management</p> <p>15. Business Reporting</p> <p>16. Influencing and Networking</p> <p>17. Research and analytic skills</p> <p>18. Planning and Organizing</p>
<p>Knowledge and Education</p> <p><i>This field requires a list of all knowledge requirements relevant to this job e.g. Knowledge of the Public Service Act.</i></p>	<p>1. An undergraduate qualification in Political Science/ International Relation at NQF level 6 as recognised by SAQA.</p> <p>2. Knowledge of the Constitution of the Republic of South African</p> <p>3. Knowledge of the South African Foreign Policy</p> <p>4. Knowledge of the Medium Term Strategic Framework (MTSF), Government Planning Framework (Lekgotla and Makgotla)</p> <p>5. Good knowledge of industry standards and own organisation's business environment</p> <p>6. Knowledge of the Public Service Act and Regulations</p> <p>7. All relevant departmental human resources frameworks and other public service acts, regulations and prescripts</p> <p>8. Knowledge of the Public Finance Management Act (PFMA) and Treasury regulations Basic</p>
<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<p>1. A minimum of 3 years' experience extensive as SL 9/10 /Supervisory is required.</p> <p>2. Experience and knowledge of Ministry operations</p>

	3. Working knowledge of the political and parliamentary processes in South Africa
2. Special conditions or requirements of the Job	
<i>Please list items such as overtime required, shift work required, etc. in this space</i>	1. Traveling is required
	2. Extended working hours is required

F. CAREER PATHING	
Next higher position:	Next higher level
What is required to progress:	Nature of Work: Compliance with the next higher level
	Requirements: <i>Compliance with the requirements of the higher position</i>

G. JOB PROFILE AGREEMENT

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the job.			
TITLE	NAME	EMPLOYEE NR	SIGNATURE
Job Holder			
Immediate Manager/Supervisor			
			DATE



home affairs

Department:
Home Affairs
REPUBLIC OF SOUTH AFRICA

Department of Home Affairs

JOB PROFILE/ DESCRIPTION

A. JOB INFORMATION SUMMARY	
Job Title:	Driver/ Messenger
Post Level and Salary Code:	5
CORE code:	Management and Support Personnel
Occupational Class Code:	General Support Personnel
Name of Component:	Minster
Position Reporting to:	Administrative Secretary
Location:	Sessional (Cape Town / Pretoria)
Name of Job Holder:	
Job Evaluation Outcome	
Role Description Approved by:	
Confirmed Grade:	
Date Graded:	

B. JOB PURPOSE

Brief statement outlining the overall purpose/reason for existence of the post (One or two sentences).

Render a driving and related support function in the office of the executive authority

C. MAIN OBJECTIVES/OUTPUTS

List five or six main objectives in terms of measurable results to be achieved and rank in order of importance.

(*S=SPECIFIC M=MEASURABLE A=ACHIEVABLE R=REALISTIC T=TIME BOUND)

1. **Collect and deliver documents.**
 - Collect, deliver and distribute documents for the office of the executive authority.
 - Collect, deliver and distribute documents and parcels for the executive authority.
 - Transport employees in the office of the executive authority and guests and special advisors of the executive authority.
2. **Render a general support function in the office of the executive authority.**
 - Assist the office with logistical arrangements.
 - Assist with document reproduction and facsimile services.
 - Record keeping of the utilization of the allocated motor vehicle e.g. log sheets and petrol receipts.
 - Maintain knowledge on the policies and procedures that applies in the work environment.

D. INFLUENCE AND COMMUNICATION

Illustrate the stakeholders that this job will influence and the purpose for the communication

List Key Customers	*Frequency of Interaction	Purpose of Interaction
Head of section	D	Report on assignments given
Officials at Deputy Minister's Office	D	Driving officials to and from required destinations
Clients visiting Deputy Minister	D	Driving clients to required destinations
External Organisations e.g (Post office)	D	Collecting and / or posting office consumables

* C = Constantly
D = Daily

W = Weekly
M = Monthly

S = Seldom
I = Intermittent but intense

Accountability	Number (e.g. 1 – 300)
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	0
Number of staff indirectly managed	0
Number of contractors/suppliers managed	0
Financial Accountability	ZAR (As per delegations of authority)
Other:	

E. INHERENT REQUIREMENTS OF THE JOB	
1. Skills/Knowledge/ Behaviour	
Requirement	
Key Competencies <i>Please refer to the senior management services handbook for a guide on competencies</i>	Functional Competencies 1. Proven client focus and orientation 2. Sound Interpersonal skills 3. Driving skills
Knowledge and Education <i>This field requires a list of all knowledge and requirements relevant to this job e.g Knowledge of the Public Service Act.</i>	1. Grade 12 or an NQF level 4 equivalent is required 2. Knowledge of relevant Legislation 3. Minimum Information Security Standards (MISS) Act
Experience <i>(Please list all relevant experience required for the post)</i>	1. Minimum of 1 year experience in driving/ messenger environment
2. Special conditions or requirements of the Job	
<i>Please list items such as overtime required, shift work required, etc. in this space</i>	1. Valid drivers license (Code B or EB) 2. PDP is required 3. Extensive traveling is required 4. Extended working hours is required

F. CAREER PATHING	
Next higher position:	Next higher level
What is required to progress:	Nature of Work: Compliance with the next higher level
	Requirements: Compliance with the requirements of the higher position

G. JOB PROFILE AGREEMENT

The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the job.				
TITLE	NAME	EMPLOYEE NR	SIGNATURE	DATE
Job Holder				
Immediate Manager/Supervisor				