

**Table 6**

**Template for job description**

**JOB DESCRIPTION**

**SECTION A: JOB TITLE AND INFORMATION SECTION**

<b>A.1 POST IDENTIFICATION</b>	
1. Municipality	
2. Job/Post Title	<i>Job title as per proposed new structure</i>
3. Number of Posts	<i>As per proposed new structure</i>
4. Job Grade	<i>Do not complete, to be graded later</i>
5. Date Grade Authorised	<i>Do not complete</i>
6. Post Identification Number(s)	<i>Do not complete</i>
7. Name of Incumbent(s) and Service Number(s)	<i>Complete if you have details</i>
<b>A.2 LOCATION OF JOB/POST</b>	
Department	<i>As per structure</i>
Unit	<i>As per structure</i>
Section	<i>As per structure</i>
<b>A.3 SURROUNDING JOBS/POSTS</b>	
<b>Immediate Superior</b>	
Job Title	Post Identification Number
<i>Job title of immediate superior</i>	
<b>Immediate Subordinates</b>	
Job Title(s)	Post Identification Number(s)
<i>Job title of subordinates</i>	
<b>Frequency of supervision</b>	

**SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES**

<b>B.1 JOB PURPOSE</b>				
Explain the main objective of the job, preferably in one or two sentences.				
<b>B.2 DUTIES OF THE POST</b>				
<b>NO.</b>	<b>KEY PERFORMANCE AREAS (What)</b>	<b>INPUT (Methods Used) (How)</b>	<b>Output (Expected Results) (Why)</b>	<b>FREQUENCY</b>
	<b>What?</b> Refers to the most visible concrete actions or major activities which the job does.	<b>How?</b> Refers to the methods, processes and tools required to carry out the actions required?	<b>Why?</b> Refers to the reason why the main activity is performed or the overall purpose of that specific task. What is the end objective?	What is the frequency of each activity? <ul style="list-style-type: none"> <li>• Ongoing</li> <li>• Daily</li> <li>• Weekly</li> <li>• Monthly</li> <li>• As and when required</li> </ul>
	E.g. Receptionist Controlling Reception area	E.g. <ul style="list-style-type: none"> <li>• Greet visitors and establishing nature of the call</li> <li>• Direct visitors to appropriate individuals</li> <li>• Ensure that waiting visitors are offered refreshments</li> <li>• Tidy the reception area</li> </ul>	E.g. <ul style="list-style-type: none"> <li>• To ensure that professionalism and front line image are maintained</li> </ul>	E.g. <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>
	E.g. Secretary Sort and route incoming and outgoing correspondence and mail of the Office	E.g. <ul style="list-style-type: none"> <li>• Communicate and distribute correspondence and information as and when required</li> <li>• Record accurately and manage incoming correspondence of the Director in order of priority on daily basis</li> <li>• Check fax, email and postal correspondence and replies are made on behalf of the Director</li> <li>• Respond directly to mundane correspondence of behalf of the Director</li> </ul>	E.g. <ul style="list-style-type: none"> <li>• So that there is no backlog, items are prioritised and each person receives the correct mail.</li> </ul>	E.g. <ul style="list-style-type: none"> <li>• Daily</li> </ul>

<p><b>B.3 AUTHORITY OF THE POST</b></p> <p>This outlines the authority the jobholder has to make decisions or to take independent action without reference to a superior. Limits of authority may also be included (e.g. not permitted to...).</p>	<p>The post is accountable for all outcomes associated with _____ (function, e.g. HR Management) and is authorised to take decisions on operational issues within the ambit of departmental policy and procedures and laws regulating action in cases of non-compliance.</p> <p>Must ensure that all _____ (function, e.g. HR Management) policies, procedures and strategies are in line with relevant legislative and statutory rules, regulations and prescriptions.</p> <p>Manage the _____ (Department) in terms of financial and operational delegated powers.</p> <p>Responsible for the enforcement of all council policies on _____ (function, e.g. HR Management and related procedures).</p> <p>Approval of appointments, organisational structure and new policies must be reported to council for approval.</p> <p>Management of resources allocated to the Department in line with Council policies</p> <p>Act independently with reference to the Line Manager and in terms of the following legislations and regulations: -</p> <ul style="list-style-type: none"> <li>• All policies, procedures and strategies in line with legislative and statutory rules, regulations and Municipal by-laws</li> <li>• Municipal Systems Act, Municipal Structures Act, Employment Equity Act, Skills Development Act, BCOE, LRA SALGA guidelines, etc.</li> <li>• Any other legislation that has a bearing in local government and human resources</li> <li>• All applicable Council Policy, Procedural Imperative, Administrative processes and procedures</li> <li>• NEMA Act and MFMA</li> </ul>
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**SECTION C: JOB SPECIFICATION**

Skills relevant to a job include education or experience, specialised training, personal characteristics or abilities.

<b>C.1 ESSENTIAL REQUIREMENTS OF THE POST</b>	
State the minimum educational, qualifications and experience that are required to perform the job competently.	
Qualification	<i>Enter the minimum education level (e.g. Grade 10 / B.Com) in order to do the job competently. These qualifications may not necessarily be what the incumbent is in possession of but rather what is considered to be essential in order to do the job competently.</i>
Reasons for essential Qualification	<i>Intrinsic job requirement</i>
Experience	<i>Record the minimum amount of time and type of experience needed before appointment into this job – not necessarily what the incumbent possesses, but rather what the job requires.</i>

<b>C.2 PREFERRED REQUIREMENTS OF THE POST</b>	
Qualification	<i>Additional on top of essential requirements stated above.. e.g. Post graduate qualification in _____ (functional area) or related</i>
Reasons for preferred qualification	<i>Job requirement</i>
Experience	<i>Record additional amount of experience needed</i>

<b>C.3 COMPETENCY REQUIREMENTS OF THE POST</b>	
Only where directly relevant to the performance of the job	
1.	<i>Strategic Management Skills</i>
2.	<i>Business Management Skills</i>
3.	<i>Communication Skills (verbal and written)</i>
4.	<i>Planning and Organising Skills</i>
5.	<i>Financial Management Skills</i>
6.	<i>Must be able to work under pressure</i>
7.	<i>Good interpersonal skills</i>
8.	<i>Negotiation skills and conflict handling skills</i>

<b>C.4 SPECIAL CONDITIONS AND PHYSICAL REQUIREMENTS ATTACHED TO THE POST</b>	
1.	<i>Healthy person – ability to work long hours and meet deadlines</i>
2.	<i>Must be able to visit outside workplace if and when needed or attend meetings after hours</i>

<b>C.4 INFLUENCE AND COMMUNICATION</b>		
Illustrate the stakeholders that this post will influence, including the purpose for the communication		
<b>List key customers / stakeholders</b>	<b>Purpose of interaction</b>	<b>Frequency of interaction</b>

**SECTION D: APPROVAL OF JOB DESCRIPTION**

<b>D.1 CERTIFIED CORRECT</b>				
We the undersigned confirm that we have consulted on the content contained in the job description and hereby confirm that we consider that the information contained is a correct reflection of the context of the post and its content.				
<b>TITLE</b>	<b>NAME</b>	<b>EMPLOYEE NO</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Head of Department</b>				
<b>Immediate Supervisor</b>				
<b>Trade Union Representative</b>				
<b>Incumbent</b>				