

**Standardised Job Descriptions
for Infrastructure Development
and Technical Services Units of
Provincial Health Departments as
funded through the Division of
Revenue Act**

March 2015

JOB DESCRIPTION

JOB INFORMATION:

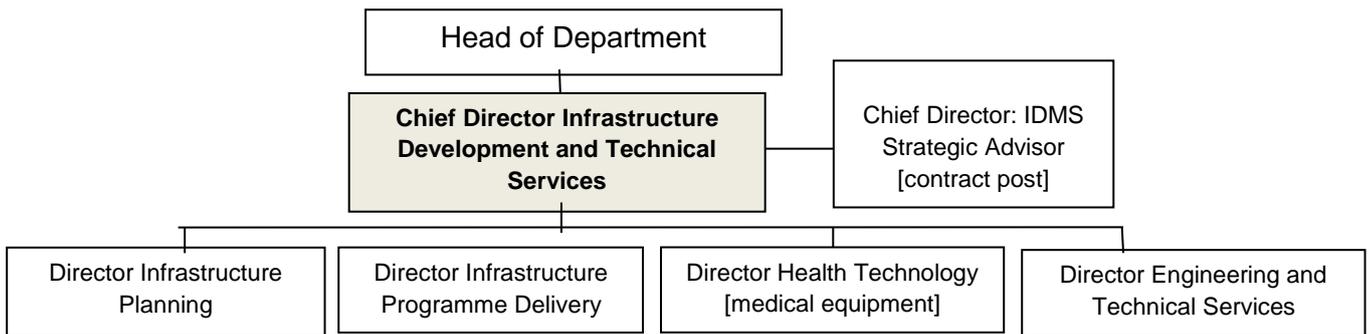
JOB TITLE	CHIEF DIRECTOR INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	SMS
POST LEVEL/SALARY RANGE	LEVEL 14
REMUNERATION	
LOCATION	
COMPONENT	CHIEF DIRECTORATE INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES

JOB EVALUATION DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
---	--

JOB PURPOSE:

To manage the planning, resourcing, delivery and maintenance of the physical environment conducive to quality health care services.

ORGANISATIONAL CHART:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT
THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

AS PER ORANOGRAM

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Infrastructure strategies, policies, systems, planning, specific plans, functional and technical norms and standards</p>	<ol style="list-style-type: none"> 1. Direct functional and technical norms and standards. 2. Review and approve infrastructure plans and inputs to the Provincial Infrastructure Plan, Departmental Strategic Plan, Annual Performance Plan, Annual Report and Health Services Plan. 3. Review and approve the User Asset Management Plan, Project Briefs and Financial estimates. 4. Review and approve the physical resources infrastructure planning framework and prioritisation model(s). 5. Review and approve policies, criteria and procedures for all infrastructures. 6. Review and approved Business Cases for Infrastructure Projects. 7. Review and approve the Project List and Accommodation Schedules supporting the implementation of Health Services Plan and infrastructure planning. 8. Monitor and manage that projects implemented in line with the approved functional and technical norms and standards. 9. Monitor and manage the updating of data and documentation regarding Technical Conditions of Facilities. 10. Manage integrated and seamless planning between commissioning of buildings and associated equipment. 11. Manage updated document management for built environment projects and programmes.
<p>Delivery of the infrastructure programmes and projects</p>	<ol style="list-style-type: none"> 1. Review and approve the Medium Term, Annual and Adjustment Budgets. 2. Review and approve the Infrastructure Programme Management Plan which includes the procurement strategy. 3. Review and sign off the Infrastructure Programme Implementation Plan. 4. Review and recommend the signing of the Service Delivery Agreements with Implementing Agents. 5. Review and sign off the different Project Execution Plans. 6. Review and approve the Performance Monitoring reports. 7. Manage the commissioning of buildings and associated equipment. 8. Effectively manage the infrastructure portfolio. 9. Effectively implement contract management. 10. Manage the updating of financial data and document management for projects/programmes.

KEY RESULT AREAS	KEY ACTIVITIES
	11. Effective management of work orders, payments and authorisation in line with delegations.
Planning, procurement, commissioning and maintenance of medical equipment	<ol style="list-style-type: none"> 1. Manage planning for medical equipment. 2. Manage procurement of medical equipment supported by departmental Supply Chain Management. 3. Manage updating of essential procurement list. 4. Manage commissioning of maintenance. 5. Manage movable assets in line with Government prescripts. 6. Manage maintenance of medical equipment through maintenance hubs. 7. Manage setting of all policies, norms and standards for medical equipment.
Day-to-day, routine/preventative and emergency maintenance at all Health Facilities including the provision of technical services	<ol style="list-style-type: none"> 1. Manage the design and implementation of the maintenance management systems. 2. Provide professional engineering services to all Health Facilities. 3. Manage planning and procurement for maintenance supported by Departmental Supply Chain Management. 4. Manage framework contracts. 5. Manage implementation of maintenance through Maintenance Hubs. 6. Manage the provision of laundry and linen services. 7. Manage the implementation of occupational health and safety services. 8. Manage health risk waste management.
Provision of equipment, leases, acquisitions, disposals and utilities and other support	<ol style="list-style-type: none"> 1. Manage the updating of data and documentation on acquisitions and disposals. 2. Effective management of leases. 3. Effective management of utilities.
Infrastructure Budgets	<ol style="list-style-type: none"> 1. Manage the spending of the infrastructure grant to achieve value for money. 2. Manage the infrastructure grant budget to support the implementation of the Health Services Plan. 3. Manage the spending of equitable share in terms of infrastructure to achieve value for money.
Financial Management	<ol style="list-style-type: none"> 1. Use of funds in Chief Directorate effectively, efficiently and in compliance with Public Finance Management Act. 2. Use of funds for the Infrastructure and associated equipment effectively, efficiently and in compliance with the Public Finance Management Act.
Strategic Management	<ol style="list-style-type: none"> 1. Align the core business of the Chief Directorate with the strategic goals and objectives of the Department. 2. Enhance the understanding of managers in terms

KEY RESULT AREAS	KEY ACTIVITIES
	of their roles and responsibilities. 3. Prepare the operational plan for the Chief Directorate.
People Management	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- Health Districts and Health Facilities
- Relevant Health Stakeholder Forums
- Implementing Agents
- Provincial Public Works
- Provincial Treasury
- National Treasury
- Communities
- Health Service Providers
- Local Government
- National Department of Health
- Construction Industry Development Board
- Traditional Leaders

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 hours per week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Built Environment Degree. ▪ Valid Driver's Licence. ▪ Computer literate. 	<ul style="list-style-type: none"> ▪ Registration as a Built Environment Professional. ▪ Post-graduate

COMPETENCIES	ESSENTIAL	DESIRABLE
		qualification in management
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Public Sector Management and/or related Management experience in the design and delivery of infrastructure programmes [8– 10 years]. ▪ 5 Years' senior management experience. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>Council for Built Environment Act of 2000.</p> <p>PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.</p>	<p>Intergovernmental Fiscal Relations Act of 1997.</p> <p>Intergovernmental Framework Act of 2005.</p>

COMPETENCIES	ESSENTIAL	DESIRABLE
	Health Act and Regulations, Act 61 of 2003.	
Management Competencies	<ul style="list-style-type: none"> ▪ Refer to dpsa SMS Competence Profile. 	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Deputy Director General.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

JOB INFORMATION:

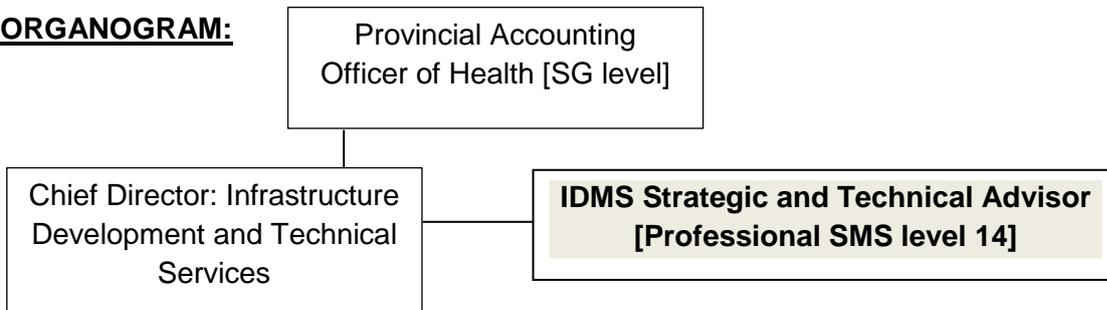
JOB TITLE	CHIEF DIRECTOR: IDMS STRATEGIC AND TECHNICAL ADVISOR FOR HEALTH INFRASTRUCTURE [maximum five year contract position]
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	PROFESSIONAL SMS
POST LEVEL/SALARY RANGE	LEVEL 14
REMUNERATION	
LOCATION	
COMPONENT	CHIEF DIRECTORATE INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES

JOB EVALUATION DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
---	--

JOB PURPOSE:

To provide strategic advice and direction in the built environment for the implementation of the Infrastructure Delivery Management System of Government in all Health Facilities.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Implementation and institutionalisation of the IDMS	<ol style="list-style-type: none">1. Provide direction to the development of policy documents, process maps, standard operating procedures and any related documentation to improve the implementation of the IDMS in the Department.2. Represent the Department in a strategic advisory role at all Provincial IDMS Governance structures that monitor the delivery of infrastructure projects and programmes and report on progress.3. Provide strategic and technical direction to the Department to improve the implementation and institutionalisation of the IDMS in the Province.4. Monitor and evaluate the implementation of the IDMS and report on progress through the different systems.5. Assist the Department to manage the implementation of the IDM Progression Model.
IDMS Capacitation	<ol style="list-style-type: none">1. Provide strategic and technical guidance to all personnel in the four Directorates in terms of the IDMS and the Standard for Construction Procurement.2. Act as a mentor and a coach to personnel in the four Directorates as and when required.3. Provide direction to required training and development interventions of individual personnel in the Chief Directorate.4. Facilitate the roll out of the IDMS Community of Practice which includes the Standards, the IDM Toolkit and any related training modules developed by either National Treasury or National Health. [IDMBOK].
Health Infrastructure Planning	<ol style="list-style-type: none">1. Provide technical direction to the preparation of the Departmental User Asset Management Plan [U-AMP] and implement quality assurance on the finalised U-AMP [to be prepared every year].2. Provide a technical opinion on the credibility of information and data included in the U-AMP.3. Provide strategic direction to the customisation of Health technical and functional norms and standards.

KEY RESULT AREAS	KEY ACTIVITIES
	<ol style="list-style-type: none"> 4. Validate that provincial Health technical norms and standards are aligned to any directives issued by the National Department of Health. 5. Provide technical direction towards the determination of norms and standards for condition assessments. 6. Provide technical direction to the determination of life cycle costs. 7. Provide technical direction to the development of standardised Health Facility designs. 8. Provide a technical opinion to the Director Infrastructure Planning on the justification for infrastructure projects in terms of the type of projects to be implemented, costs, and risks associated with the project. 9. Provide technical direction to the development of a prioritisation model for capital projects. 10. Assess the extent to which the procurement of medical equipment is in line with the timeframes for different infrastructure projects and make recommendations to promote seamless commissioning.
<p>Health Programme and Project Management</p>	<ol style="list-style-type: none"> 1. Provide technical direction to the Director: Infrastructure Programme Delivery to finalise a construction procurement strategy and conduct quality assurance on the finalised construction procurement strategy [strategy to be developed every year]. 2. Provide technical direction to the Director: Infrastructure Programme Delivery to finalise the Infrastructure Programme Management Plan [IPMP] and conduct quality assurance on the finalised IPMP. [IPMP to be developed every year]. 3. Implement quality assurance on the performance grant bid of the Department to be submitted to National Treasury on an annual basis. 4. Provide technical direction to ascertain if Infrastructure Programme Implementation Plans [IPIPs] as prepared by Implementing Agents are adequately responding to the needs of the Provincial Department of Health. 5. Provide technical direction to the Chief Director: Infrastructure Development and Technical Support Services on the review and signing of Service Delivery

KEY RESULT AREAS	KEY ACTIVITIES
	<p>Agreements with Implementing Agents.</p> <ol style="list-style-type: none"> 6. Provide technical direction to cost or scope variations on different infrastructure projects. 7. Provide information to the National Department of Health in terms of progress with projects and programmes implemented by the Provincial Department of Health. 8. Compile reports as requested by the National Department of Health.
Health Maintenance	<ol style="list-style-type: none"> 1. Provide technical direction to the Director Engineering and Technical Services towards the design and finalisation of appropriate contracting strategies for the maintenance of health facilities. 2. Provide technical direction with the development of maintenance plans to the Director engineering and Technical Services. 3. Provide strategic and operational guidance with the design and roll out the health maintenance system. 4. Provide strategic and operational guidance towards the roll out of the Hub and Spoke model for maintenance of buildings and maintenance of medical equipment. 5. Assist the Department to establish required procurement systems for day-to-day, routine/preventative and emergency maintenance in line with CIDB guidelines and the Standard for Construction Procurement.

EFFECTIVE COMMUNICATION AND WORK RELATIONS:

Contacts:

- All Head Office Components
- Maintenance Hubs
- Health District Offices and Health Facilities
- Provincial Treasury
- Provincial Public Works
- National Treasury
- Professional Service Providers
- Contractors
- National Department of Health
- Other relevant National Departments
- Office of the Premier
- Construction Industry Development Board
- Professional Councils/Bodies
- Tertiary Institutions

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
 Regular interaction with high level delegations.
 Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

GENERIC COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ A Degree or equivalent in Engineering, Quantity Surveying or Architecture or Construction Project Management. ▪ Valid Drivers' Licence. ▪ Computer literate. ▪ Registration as a Built Environment professional. <p>[NOT CANDIDATE]</p>	
Experience	<ul style="list-style-type: none"> ▪ 8 – 10 years Senior Management experience with the roll out of the IDMS in a Government Department. ▪ 10 years' experience in a general built environment in a professional capacity. 	
Knowledge	<p>Intergovernmental Fiscal Relations Act of 1997.</p> <p>Intergovernmental Framework Act of 2005.</p> <p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>Guidelines and Best Practice Notes issued by CIDB.</p> <p>Council for Built Environment Act of 2000.</p> <p>PFMA/DORA/Treasury Regulations.</p> <p>All different contract options for infrastructure projects.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to</p>	<ul style="list-style-type: none"> ▪ National Building Standards Act of 1977 and Regulations.

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Health Act, Regulations Act 61 of 2003 and Guidelines pertaining to infrastructure.</p> <p>Standard for Infrastructure Delivery Management System.</p> <p>Standard for Construction Procurement System.</p>	
Management Competence Profile	<ul style="list-style-type: none"> ▪ Refer to dpsa SMS Competence Framework 	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Deputy Director General.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DIRECTOR INFRASTRUCTURE PLANNING

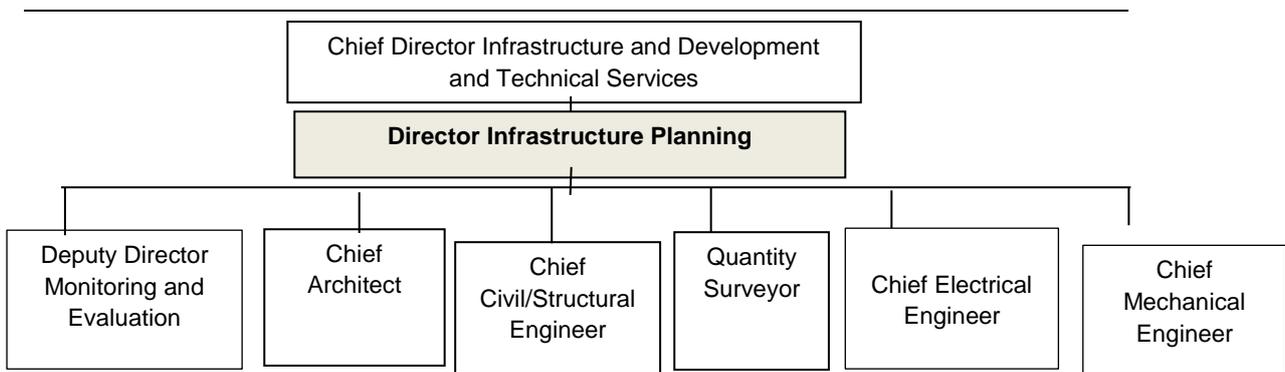
PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE SMS
POST LEVEL/SALARY RANGE LEVEL 13
REMUNERATION
LOCATION
COMPONENT DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO CHIEF DIRECTOR INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES

JOB EVALUATION DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
---	--

JOB PURPOSE:

To develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Norms and Standards	<ol style="list-style-type: none">1. Manage the customisation of functional norms and standards in line with nationally prescribed functional norms and standards and make final recommendations for approval.2. Manage the customisation of technical norms and standards in line with nationally prescribed technical norms and standards and make final recommendations for approval.3. Manage the updating of functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations.4. Manage adherence to the approved functional and technical norms and standards.
Policies	<ol style="list-style-type: none">1. Manage the development of policies, procedures and criteria for infrastructure projects and make final recommendations for approval.2. Manage adherence to the ISO 2000 Regulations and SANS standards.
Infrastructure analyses and inputs in terms of all infrastructure plans and related reports	<ol style="list-style-type: none">1. Manage the development of the infrastructure modelling aligned to the Departmental Service Plan.2. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations.3. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information.4. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. This includes the preparation of Project Briefs, which must be included in the Infrastructure Programme

	<p>Management Plan, detailed project list, location of projects, GIS coordinates of projects, budgets and cash flows.</p> <p>5. Manage inputs to be provided to Directorate Infrastructure Programme Delivery to determine Medium, Annual and Adjustment Budgets.</p>
<p>Infrastructure planning framework, prioritisation model(s), Business Cases and Project Briefs</p>	<ol style="list-style-type: none"> 1. Manage the development of project lists aligned to the Health Services Transformation Plan. 2. Manage the determination of service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for Health infrastructure planning. 3. Manage spatial analysis and modelling to support the infrastructure planning framework. 4. Manage the validation of land suitability and where Public Works does not fulfil its obligations as Custodian, also manage the validation of the availability and ownership of land. 5. Finalise the infrastructure planning framework and make recommendations for approval. 6. Finalise the User Asset Management Plan and make final recommendations for approval. 7. Manage the finalisation of the Project list and project budgets. 8. Manage the design and implementation of unique project numbers system. 9. Manage the finalisation of Project Briefs and make final recommendations for approval.
<p>Monitoring and Evaluation</p>	<ol style="list-style-type: none"> 1. Implement strategic alignment of infrastructure projects and related technical support services. 2. Align infrastructure inputs and reports. 3. Establish norms and benchmarks for evaluation of infrastructure and related technical support programme and projects. 4. Implement programme and project measurement and evaluation. 5. Prepare monitoring reports [performance and financial reports].

Provincial Public Works
 Communities
 Health Service Providers
 Local Government
 National Department of Health
 Traditional Leaders [If applicable]

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
 Regular interaction with high-level delegations.
 Working hours: 40 Hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Built Environment. ▪ Valid Driver's Licence. ▪ Computer literate. 	<ul style="list-style-type: none"> ▪ Post-graduate qualification in management. ▪ Registered as a Built Environment Professional with relevant Council.
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Public Sector Management and/or related Management experience in the design and delivery of infrastructure programmes for the Health sector. [6 – 8 years] ▪ 5 Years' middle management experience. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>Council for Built Environment Act of 2000.</p> <p>PFMA/DORA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p>	<p>Intergovernmental Fiscal Relations Act of 1997.</p> <p>Intergovernmental Framework Act of 2005.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993.</p>

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.</p> <p>Health Act and Regulations, Act 61 of 2003.</p>	
Management Competence Profile	<ul style="list-style-type: none"> ▪ Refer to dpsa SMS Competence Framework 	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Chief Director.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

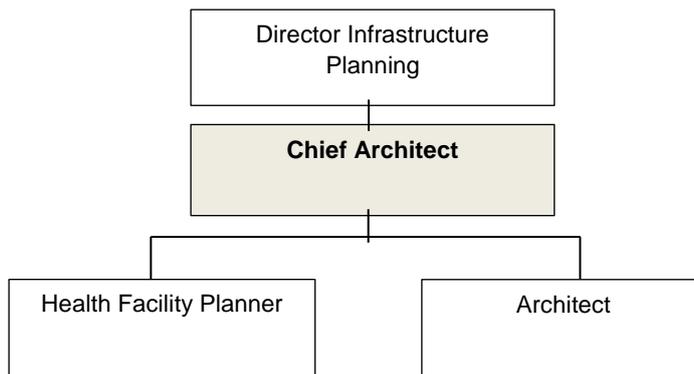
JOB TITLE	CHIEF ARCHITECT
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFICATION DISPENSATION
POST LEVEL/SALARY RANGE	GRADE A
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO	DIRECTOR INFRASTRUCTURE PLANNING

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide the architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework [IDMS].

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Architectural functional and technical norms and standards	<ol style="list-style-type: none">1. Determine functional and technical norms and standards to be issued in terms of the Provincial Health Facilities Guidelines.2. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements.3. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations.
Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects	<ol style="list-style-type: none">1. Develop policies, procedures and criteria for infrastructure projects from an architectural perspective.2. Prepare commissioning plans from an architectural perspective.3. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the health goals of the Department.
Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives	<ol style="list-style-type: none">1. Develop Master Plans.2. Develop Project Briefs.3. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan.4. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards.5. Develop Business Cases for projects.6. Develop Accommodation Schedules.7. Develop Operational Narratives.8. Determine document management system requirements from an architectural perspective.
Preparation of architectural inputs to the development of the User Asset Management Plan and Project List	<ol style="list-style-type: none">1. Provide inputs to the development of the User Asset Management Plan.2. Prepare the final project list.3. Assist with Technical Condition Assessment from an architectural

	perspective.
Manage facility planning	<ol style="list-style-type: none"> 1. Manage document requirements for Project Briefs. 2. Manage the review of all business cases. 3. Manage peer reviews in the province. 4. Manage the development and training of staff at Health Facilities to develop adequate capacity to prepare business cases. 5. Present project briefs, plans and business cases to relevant stakeholders.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.
People Management	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORKING RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities
Relevant Health Stakeholder Forums
Implementing Agents
Provincial Public Works
Communities
Health Service Providers
Local Government
National Department of Health
Traditional Leaders [if applicable]

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none">▪ Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession.▪ Registration with the South African Council for Architectural Profession as a Professional Architect.▪ Valid drivers licence.▪ Computer literacy.	
RELEVANT EXPERIENCE	<ul style="list-style-type: none">▪ Appropriate experience after qualifications has been obtained.▪ Six years' experience post qualification.▪ Post requires specific understanding and experience of the Architectural design process from Project inception to close out. [Minimum 3 years].	
KNOWLEDGE	Health Act and Regulations, Act 61 of 2003. Construction Industry	National Archives and Records Service Act of 1996.

COMPETENCE	ESSENTIAL	DESIRABLE
	Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

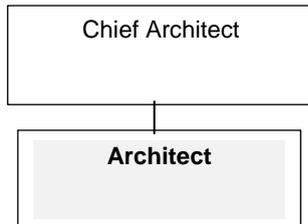
JOB TITLE	ARCHITECT
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFICATION DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL A/B/C
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO	CHIEF ARCHITECT

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Infrastructure Delivery Management Framework [IDMS].

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT
THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Architectural functional and technical norms and standards	<ol style="list-style-type: none"> 1. Determine functional and technical norms and standards to be issued in terms of the Provincial Health Facilities Guidelines. 2. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. 3. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations.
Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects	<ol style="list-style-type: none"> 1. Develop policies, procedures and criteria for infrastructure projects from an architectural perspective. 2. Prepare commissioning plans from an architectural perspective. 3. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the health goals of the Department.
Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives	<ol style="list-style-type: none"> 1. Develop Master Plans. 2. Develop Project Briefs. 3. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. 4. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards. 5. Develop Business Cases for projects. 6. Develop Accommodation Schedules. 7. Develop Operational Narratives. 8. Determine document management system requirements from an architectural perspective.
Preparation of architectural inputs to the development of the User Asset Management Plan and Project List	<ol style="list-style-type: none"> 1. Provide inputs to the development of the User Asset Management Plan. 2. Prepare the final project list. 3. Assist with Technical Condition Assessment from an architectural perspective.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes

<p>with relevant professional development boards/councils</p>	<p>and policy frameworks.</p> <ol style="list-style-type: none"> 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.
--	--

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Relevant Health Stakeholder Forums
- Implementing Agents
- Provincial Public Works Communities
- Health Service Providers
- Local Government
- National Department of Health
- Traditional Leaders [if applicable]

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low-level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession. ▪ Registration with the South African Council for Architectural Profession as a Professional Architect. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Appropriate experience after qualifications has been obtained. ▪ 3 Years' experience post qualification. 	

COMPETENCE	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> ▪ Post requires specific understanding and experience of the Architectural design process from Project inception to close out. [Minimum 3 years]. 	
KNOWLEDGE	<p>Health Act and Regulations, Act 61 of 2003.</p> <p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>PFMA, Treasury Regulations, Treasury Practice Notes and Circulars.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p>	National Archives and Records Service Act of 1996.
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

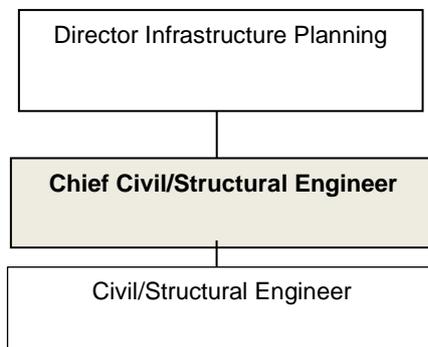
JOB TITLE	CHIEF CIVIL/STRUCTURAL ENGINEER
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	GRADE A
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO	DIRECTOR INFRASTRUCTURE PLANNING

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, plans and functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System.[IDMS].

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

As per Organogram

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Functional and Technical norms and standards from an engineering perspective	<ol style="list-style-type: none">1. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines.2. Monitor that infrastructure projects and programmes implemented by the Implementing Agent comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice when required.3. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice when required.4. Update functional and technical norms and standards based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises in terms of all engineering aspects.5. Maintain where applicable and manage engineering norms & standards.
Innovative service delivery mechanisms and feasibility studies	<ol style="list-style-type: none">1. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms.2. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability.3. Develop cost effective solutions according to standards.
Strategic Briefing Documentation	<ol style="list-style-type: none">1. Provide engineering inputs to strategic briefing documentation when required.2. Contribute to the preparation of project business cases, from an engineering perspective3. Prepare technical specifications from an engineering perspective.

	<ol style="list-style-type: none"> 4. Apply engineering design principles. 5. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology into specifications from an engineering perspective. 6. Undertake preliminary costing per installation. 7. Determine engineering performance based standards. 8. Develop engineering standard data sheets and drawings. 9. Provide engineering inputs into procurement strategies. 10. Determine requirements for built environment document management system from an Engineering perspective.
Infrastructure Plans	<ol style="list-style-type: none"> 1. Prepare and coordinate inputs to the drafting of the User Asset Management Plan, finalise the U-AMP and make recommendations for approval 2. Direct engineering inputs required for the preparation of all infrastructure planning documentation. 3. Make inputs to the Technical Condition Assessments from an engineering perspective. 4. Make inputs to the finalisation of infrastructure plans and updating/review on a continuous basis.
Strategies, policies and procedures	<ol style="list-style-type: none"> 1. Develop and review strategies and policies for health infrastructure planning, in collaboration with relevant components within the Department. 2. Develop and review the Health Infrastructure Planning Cycle document. 3. Development, review and implement of the Health Infrastructure Planning Model. 4. Develop, review and implement the Project Prioritisation Mechanism for delivery of Capital and Scheduled Maintenance Projects. 5. Coordinate Departmental contributions to the preparation of the Provincial Infrastructure Strategy and Plan. 6. Contribute to the preparation of the

	<p>Departmental Strategic Plan, Annual Performance Plan and Annual Report.</p> <ol style="list-style-type: none"> 7. Consult and liaise with the Directorate: Strategic Planning & Coordination and the Department of the Premier with respect to GIS developments. 8. Prepare GIS-based drawings and maps for the purposes of Strategic Planning as well as for project planning and implementation. 9. Coordinate inputs to and information from the Facilities List 10. Prepare due diligence reports in terms of land and property suitability. 11. Develop a prioritisation model, ranking list and criteria aligned to the spatial plan for infrastructure delivery and in direct support of the Health Services Plan of the Department.
<p>Research/literature studies and interaction with relevant professional development boards/councils</p>	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.
<p>People Management</p>	<ol style="list-style-type: none"> 1. Maintain discipline. 2. Manage performance and development of employees. 3. Undertake human resources and other related administrative functions. 4. Establish and maintain effective and efficient communication arrangements. 5. Plan and allocate work. 6. Develop and implement processes to promote control of work. 7. Serve on transversal task teams as

	required. 8. Implement quality control of work delivered by employees.
--	---

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- Communities
- Implementing Agents
- Provincial Public Works
- Building Contractors
- Professional Service Providers
- National Department of Health
- Local Government
- Department of the Premier
- Traditional Leaders [if applicable]

WORKING CONDITIONS:

Normal office conditions and regular travelling required
 Regular interaction with high level delegations
 Working hours: 40 hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ A university degree in Engineering. ▪ Registration with ECSA as a Professional Engineer. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Appropriate experience. ▪ 6 Years' experience post qualification. 	
KNOWLEDGE	<p>PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Government Immovable Asset</p>	<p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p>

COMPETENCE	ESSENTIAL	DESIRABLE
	Management Act of 2007. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

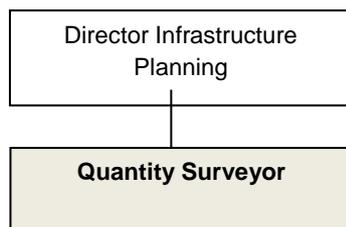
JOB TITLE	QUANTITY SURVEYOR
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL A/B/C
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO	DIRECTOR INFRASTRUCTURE PLANNING

JOB EVALUATION NOT REQUIRED DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide quantity surveying inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards, plans for Health in line with the Provincial Infrastructure Delivery Framework for the planning and construction of Health Department Projects.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT
THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

AS PER ORGANOGRAM

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Development, interpretation and customisation of quantity surveying planning and cost norms and standards</p>	<ol style="list-style-type: none"> 1. Develop planning and cost norms and standards issued in terms of the Provincial Health Facilities Guidelines. 2. Maintain planning and cost norms & standards library. 3. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards. 4. Update planning and cost norms and standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs. 5. Promote the adoption of technical and quality strategies. 6. Review cost determinations of projects and estimates submitted.
<p>Policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes</p>	<ol style="list-style-type: none"> 1. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex, Minor capital and Scheduled maintenance projects. 2. Develop commissioning plans from a quantity surveying perspective. 3. Undertake extensive analysis undertaken to inform strategies related to the quantity surveyor services to directly support and realise the Health goals of the Department.
<p>Contribute to Project Briefing documents, costing models and operational narratives</p>	<ol style="list-style-type: none"> 1. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents. 2. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1. 3. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective. 4. Develop cash flow projections. 5. Develop costing models 6. Customise life cycle costing. 7. Provide inputs to operational narratives from a quantity surveyor perspective.

KEY RESULT AREAS	KEY ACTIVITIES
<p>Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project lists, the budgets and Infrastructure Programme Management Plan</p>	<ol style="list-style-type: none"> 1. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Programme Delivery. 2. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. 3. Provide inputs to the final project list from a Quantity Surveyor perspective. 4. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. 5. Provide inputs to the procurement strategy from a Quantity Surveyor perspective.
<p>Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils</p>	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- Communities
- Implementing Agents
- Provincial Public Works
- Building Contractors
- Professional Service Providers
- National Department of Health
- Local Government
- Department of the Premier
- Traditional Leaders [if applicable]

WORKING CONDITIONS:

Normal office conditions and regular travelling required
Regular interaction with low level delegations
Working hours: 40 hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none">▪ University Degree in Quantity Surveying.▪ Registration with SACQSP as a Professional Quantity Surveyor.▪ Valid drivers licence.▪ Computer literacy.	
RELEVANT EXPERIENCE	<ul style="list-style-type: none">▪ Appropriate experience after qualification.▪ 3 Years' experience post qualification.	
KNOWLEDGE	Health Act and Regulations, Act 61 of 2003. Quantity Surveying Profession Act of 2000. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

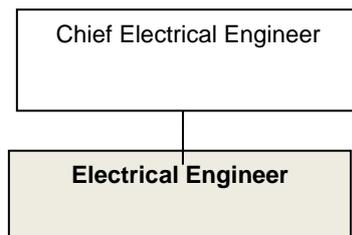
JOB TITLE	ELECTRICAL ENGINEER
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL A/B/C
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO	CHIEF CIVIL/STRUCTURAL ENGINEER

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System. [IDMS].

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective	<ol style="list-style-type: none">1. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines.2. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice.3. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice.4. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises.5. Maintain electrical engineering norms & standards.
Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies	<ol style="list-style-type: none">1. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms.2. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability.3. Develop cost effective solutions according to standards.
Compile briefing documentation and specifications from an engineering perspective	<ol style="list-style-type: none">1. Prepare technical specifications.2. Apply electrical design principles.3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications.4. Undertake preliminary costing per installation.5. Determine electrical engineering performance based standards.6. Develop electrical engineering

	<p>standard data sheets and drawings.</p> <ol style="list-style-type: none"> 7. Provide electrical engineering inputs to Project Execution Plan v 1. 8. Provide electrical engineering inputs to Project Execution Plans v 2 – 7. 9. Determine requirements for built environment document management system from Electrical Engineering perspective.
Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary	<ol style="list-style-type: none"> 1. Prepare reports on electrical engineering investigations. 2. Determine electrical engineering proposals and design work for solutions, where necessary. 3. Prepare reports on effectiveness of corrective measures.
Oversee implementation [construction] and commissioning of electrical engineering installations	<ol style="list-style-type: none"> 1. Provide electrical engineering inputs to implement projects successfully. 2. Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- Communities
- Implementing Agents

Provincial Public Works
 Building Contractors
 Professional Service Providers
 National Department of Health
 Local Government
 Department of the Premier
 Traditional Leaders [if applicable]

WORKING CONDITIONS:

Normal office conditions and regular travelling required
 Regular interaction with low level delegations
 Working hours: 40 hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ A university degree in Engineering. ▪ Registration with ECSA as a Professional Engineer: Electrical Engineer. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Appropriate experience. ▪ 3 Years' experience post qualification. 	
KNOWLEDGE	<p>PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>Engineering Profession Act of 2000.</p>	<p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p>
TECHNICAL COMPETENCE	As per OSD requirements issued by dpsa.	

COMPETENCE	ESSENTIAL	DESIRABLE
REQUIREMENTS		

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

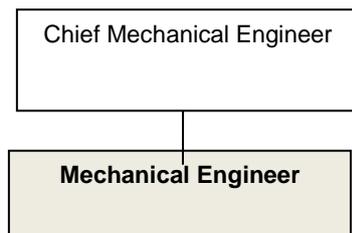
JOB TITLE	MECHANICAL ENGINEER
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL A/B/C
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO	CHIEF CIVIL/STRUCTURAL ENGINEER

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System. [IDMS].

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective	<ol style="list-style-type: none">1. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines.2. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice.3. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice.4. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises.5. Maintain mechanical engineering norms & standards.
Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies	<ol style="list-style-type: none">1. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms.2. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability.3. Develop cost effective solutions according to standards.
Compile briefing documentation and specifications from an engineering perspective	<ol style="list-style-type: none">1. Prepare technical specifications.2. Apply mechanical design principles.3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications.4. Undertake preliminary costing per installation.5. Determine mechanical engineering performance based standards.

	<ol style="list-style-type: none"> 6. Develop mechanical engineering standard data sheets and drawings. 7. Provide mechanical engineering inputs to Project Execution Plan v 1. 8. Provide mechanical engineering inputs to Project Execution Plans v 2 – 7. 9. Determine requirements for built environment document management system from Mechanical Engineering perspective.
Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary	<ol style="list-style-type: none"> 1. Prepare reports on mechanical engineering investigations. 2. Determine mechanical engineering proposals and design work for solutions, where necessary. 3. Prepare reports on effectiveness of corrective measures.
Oversee implementation [construction] and commissioning of mechanical engineering installations	<ol style="list-style-type: none"> 4. Provide mechanical engineering inputs to implement projects successfully. 5. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORK RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities

Provincial Treasury
 Communities
 Implementing Agents
 Provincial Public Works
 Building Contractors
 Professional Service Providers
 National Department of Health
 Local Government
 Department of the Premier
 Traditional Leaders [if applicable]

WORKING CONDITIONS:

Normal office conditions and regular travelling required
 Regular interaction with low level delegations
 Working hours: 40 hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ A university degree in Engineering. ▪ Registration with ECSA as a Professional Engineer: Mechanical Engineer. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Appropriate experience. ▪ 3 Years' experience post qualification. 	
KNOWLEDGE	<p>PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>Engineering Profession Act of</p>	<p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p>

COMPETENCE	ESSENTIAL	DESIRABLE
	2000.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

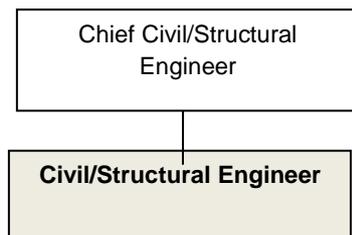
JOB TITLE	CIVIL/STRUCTURAL ENGINEER
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL A/B/C
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO	CHIEF CIVIL/STRUCTURAL ENGINEER

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System. [IDMS].

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective	<ol style="list-style-type: none">1. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Health Facilities Guidelines.2. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice.3. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice.4. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises.5. Maintain civil/structural engineering norms & standards.
Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies	<ol style="list-style-type: none">1. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms.2. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability.3. Develop cost effective solutions according to standards.
Compile briefing documentation and specifications from an engineering perspective	<ol style="list-style-type: none">1. Prepare technical specifications.2. Apply civil/structural design principles.3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications.4. Undertake preliminary costing per installation.5. Determine civil/structural engineering performance based

	<p>standards.</p> <ol style="list-style-type: none"> 6. Develop civil/structural engineering standard data sheets and drawings. 7. Provide civil/structural engineering inputs to Project Execution Plan v 1. 8. Provide mechanical engineering inputs to Project Execution Plans v 2 – 7. 9. Determine requirements for built environment document management system from civil/structural Engineering perspective.
<p>Investigate civil/structural engineering installations and equipment, undertake design work and implement corrective measures, where necessary</p>	<ol style="list-style-type: none"> 1. Prepare reports on civil/structural engineering investigations. 2. Determine civil/structural engineering proposals and design work for solutions, where necessary. 3. Prepare reports on effectiveness of corrective measures.
<p>Oversee implementation [construction] and commissioning of civil/structural engineering installations</p>	<ol style="list-style-type: none"> 1. Provide civil/structural engineering inputs to implement projects successfully. 2. Provide civil/structural engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings.
<p>Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils</p>	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- Communities
- Implementing Agents
- Provincial Public Works
- Building Contractors
- Professional Service Providers
- National Department of Health
- Local Government
- Department of the Premier
- Traditional Leaders [if applicable]

WORKING CONDITIONS:

Normal office conditions and regular travelling required
 Regular interaction with low level delegations
 Working hours: 40 hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ A university degree in Engineering. ▪ Registration with ECSA as a Professional Engineer: Civil/structural Engineer. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Appropriate experience. ▪ 3 Years' experience post qualification. 	
KNOWLEDGE	<p>PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Health Act and Regulations, Act 61 of 2003.</p>	<p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p>

COMPETENCE	ESSENTIAL	DESIRABLE
	Engineering Profession Act of 2000.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

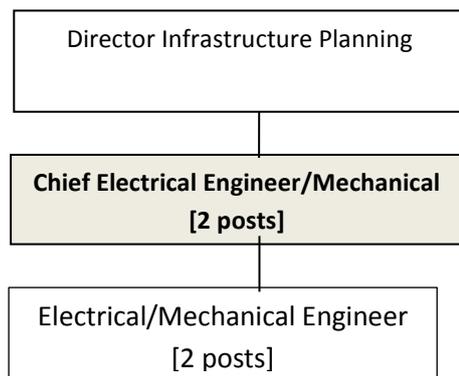
JOB TITLE	CHIEF ELECTRICAL ENGINEER AND MECHANICAL ENGINEER [two separate posts]
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION GRADE A
POST LEVEL/SALARY RANGE	
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE INFRASTRUCURE PLANNING
REPORTS TO	DIRECTOR INRASTRUCTURE PLANNING

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide electrical or mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, plans, systems, projects, functional / technical norms and standards aligned to the Provincial IDMS Framework and National Health norms and standards.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective.	<ol style="list-style-type: none">1. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Facilities Guidelines and National Health norms & standards.2. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice.3. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice.4. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises.5. Maintain electrical or mechanical engineering norms & standards.
Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies.	<ol style="list-style-type: none">1. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms.2. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability.3. Develop cost effective solutions according to standards.
Compile briefing documentation and specifications from an engineering perspective.	<ol style="list-style-type: none">1. Prepare technical specifications.2. Apply electrical/mechanical design principles.3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications.4. Undertake preliminary costing per installation.5. Determine electrical/mechanical engineering performance based standards.

	<ol style="list-style-type: none"> 6. Develop electrical/mechanical engineering standard data sheets and drawings. 7. Provide electrical/mechanical engineering inputs to Project Execution Plans. 8. Determine requirements for built environment document management system from an Electrical/Mechanical Engineering perspective.
<p>Investigate electrical/mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary.</p>	<ol style="list-style-type: none"> 1. Prepare reports on electrical/mechanical engineering investigations. 2. Determine electrical/mechanical engineering proposals and design work for solutions, where necessary. 3. Prepare reports on effectiveness of corrective measures.
<p>Oversee implementation [construction] and commissioning of electrical/mechanical engineering installations and maintenance.</p>	<ol style="list-style-type: none"> 1. Provide electrical/mechanical engineering inputs to implement projects successfully. 2. Provide electrical/mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. 3. Provide inputs to infrastructure assessments from an electrical/mechanical engineering perspective. 4. Provide inputs to life cycle costs from an electrical/mechanical engineering perspective. 5. Develop maintenance programmes. 6. Provide engineering inputs to maintenance projects from an electrical/mechanical engineering perspective.
<p>Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.</p>	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the health sector legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional

	environment. 5. Interact with relevant Professional Bodies/Councils.
People Management.	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- Health Facilities
- Personnel
- Provincial Treasury
- Communities
- Implementing Agents(s)
- Building Contractors
- Professional Service Providers
- National Department of Health

WORK CONDITIONS:

Normal office conditions and regular travelling required
Regular interaction with low level delegations
Working hours: 40 hours per week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ A university degree in Engineering and/or equivalent qualification. ▪ Registration with ECSA as a Professional Engineer:Electrical or Mechanical Engineer. 	Certificate in Infrastructure Delivery Management System

COMPETENCIES	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Six Years' experience post qualification. 	
KNOWLEDGE	PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations	Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	<ul style="list-style-type: none"> ▪

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The next grade and salary level in terms of the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DEPUTY DIRECTOR: HEALTH FACILITY
PLANNER

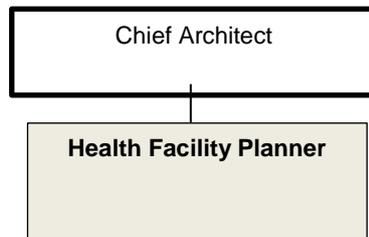
PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE MMS
POST LEVEL/SALARY RANGE LEVEL 11
REMUNERATION
LOCATION
COMPONENT DIRECTORATE INFRASTRUCTURE
REPORTS TO PLANNING
CHIEF ARCHITECT

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:

JOB PURPOSE:

To provide health planning support and expert health design guidance for the preparation of Business Cases and Project Strategic Briefs.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESPONSIBILITIES	KEY ACTIVITIES
Preparation of Strategic Project Briefs for Capex and Maintenance projects	<ol style="list-style-type: none">1. Undertake a detailed analysis of the health facility requirements for each Project Strategic Brief based on the clinical brief.2. Validate the requirements against national and provincial functional and technical norms and standards.3. Interact extensively with Chief Executive Officers of Hospitals and Service Planning Senior Managers to align the health facility requirements with the Service Plans of the Health Facility before any procurement commences.4. Interact extensively with the Deputy Director Health Technology Projects to align the needs for health technology equipment with the planning of the capex and or maintenance projects.5. Document requirements defined for the preparation of Project Strategic Briefs.6. Interact with relevant professionals in the Chief Directorate to obtain data, information and inputs required for the preparation of Project Briefs.7. Package of information to promote to seamless development of Project Strategic Briefs.
Assist with preparation and review Business Cases in consultation with Health Facilities	<ol style="list-style-type: none">1. Identify key issues to be reviewed in terms of Business Cases for capex and maintenance projects.2. Assist Health Facilities to develop and apply prioritisation models aligned to the requirements stated in the PFMA and the Service Plans of the Health Facilities.3. Validate that all projects are aligned to the Departmental Service Plans and the roll out of the National Health Insurance System.4. Undertake a detailed analysis of key issues.5. Validate the design requirements from a health perspective to enforce seamless flow, improved service delivery and directly

	<p>supporting the achievement of health goals.</p> <ol style="list-style-type: none"> 6. Make recommendations on how each issue can be addressed in the business cases. 7. Assist the Health Facility to prepare the business case. 8. Participate in peer reviews in the province when these implemented by the National Department of Health. 9. Assist the Health Facilities to review recommendations and amend business plans.
Support built environment staff and end users with the development of skills to prepare business cases	<ol style="list-style-type: none"> 1. Develop appropriate training material, norms and standards required to capacitate managers at Health Facilities to prepare business cases. 2. Present the training courses and also work with Hospital Managers in the preparation of business cases as part of the training programme. 3. Prepare tools from a Health perspective that the Province can use to inform prioritisation models and assessment of business cases. 4. Provide to the built environment team the required guidance and information during the design of projects to enforce that project designs are based on health specific requirements.
Inputs to Infrastructure Plans, Norms and Standards	<ol style="list-style-type: none"> 1. Provide health specific inputs to the development of the departmental User Asset Management Plan. 2. Provide health specific inputs to define technical and functional norms and standards. 3. Develop health design guidelines and standards. 4. Make inputs to the preparation of the procurement strategies. 5. Assist to prepare the Infrastructure Programme Management Plan. 6. Validate that built environment staff of the Implementation Agents understand health specific requirements for design and implementation phases.
Project and Programme Implementation	<ol style="list-style-type: none"> 1. Make inputs to the implementation plans from a health perspective for

COMPETENCE	ESSENTIAL	DESIRABLE
TRAINING	Sciences. <ul style="list-style-type: none"> ▪ Valid Drivers' Licence. ▪ Computer literate. 	Health Professional.
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 3 – 5 Years appropriate experience in health planning from an infrastructure perspective post qualification 	
KNOWLEDGE	National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations, Act 61 of 2003. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.	Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations.

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Director: Infrastructure Planning if required qualifications are obtained.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DEPUTY DIRECTOR MONITORING AND EVALUATION

PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE MMS
POST LEVEL/SALARY RANGE LEVEL 11
REMUNERATION
LOCATION
COMPONENT DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO DIRECTOR INFRASTRUCTURE PLANNING

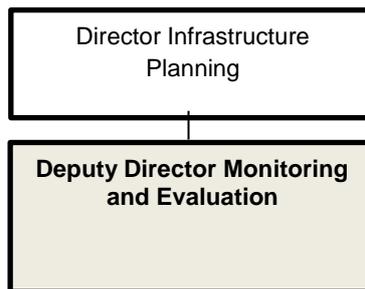
JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:

JOB PURPOSE:

To initiate, lead, coordinate, report and manage the monitoring and evaluation of all activities required to successfully implement the infrastructure and related technical support services portfolio of the Department.

ORGANOGRAM:

Organisational chart



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Strategic alignment of infrastructure projects and related technical support services	<ol style="list-style-type: none"> 1. Align infrastructure planning with various plans, for example, User Asset Management Plan, Health Services Plan, Annual Performance Plan, Health Technology Plan, etc. 2. Align with National Health Priorities.
Infrastructure inputs and reporting	<ol style="list-style-type: none"> 1. Draft inputs to the Annual Report 2. Prepare inputs to Planning / Reporting Documentation. 3. Resolve all Auditor General Queries, findings in terms of Planning/Reporting documentation related to infrastructure. 4. Keep the infrastructure institutional memory for Planning/Reporting purposes. 5. Report to relevant areas in Department, for example, Risk Management.
Establish norms and benchmarks for monitoring and evaluation of infrastructure and related technical support programme and projects	<ol style="list-style-type: none"> 1. Interpret National norms and benchmarks and customise for the Provincial Department of Health. 2. Finalise and issue Provincial norms and benchmarks.
Programme and Project performance measurement.	<ol style="list-style-type: none"> 1. Undertake a baseline evaluation at commencement of infrastructure projects. 2. Assess and interrogate implementation plans. 3. Monitor compliance to relevant legislation, guidelines and policies. 4. Monitor all facets of project planning, project implementation and all components of each project [e.g. organisational development, quality assurance, health technology], including financial information. 5. Prepare progress reports. 6. Implement Programme Performance Evaluations in terms of impact, effectiveness, efficiency, relevance and sustainability and report documented findings. 7. Undertake field inspection of projects with respect to verification of implementation status. 8. Prepare exit strategies. 9. Manage Post Occupancy Evaluation [POE] exercises and prepare reports.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- Communities
- Implementing Agents
- Provincial Public Works
- Building Contractors
- Professional Service Providers
- National Department of Health
- Local Government
- Department of the Premier
- Traditional Leaders [if applicable]

WORKING CONDITIONS:

Normal office conditions and regular travelling required
 Regular interaction with low level delegations
 Working hours: 40 hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Appropriate B Degree. ▪ Valid Drivers' Licence. ▪ Computer literate. 	<ul style="list-style-type: none"> ▪ Post graduate qualification in Monitoring and Evaluation.
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Understanding of the health system, standards, management practices, Monitoring & Evaluation systems, and provincial infrastructure delivery systems. ▪ 3 - 5 year's post qualification experience. 	
KNOWLEDGE	<p>Health Act and Regulations, Act 61 of 2003.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Intergovernmental Framework Act of 2005.</p> <p>Public Service Act 1994 and Regulations.</p>	Intergovernmental Fiscal Relations Act of 1997.

COMPETENCE	ESSENTIAL	DESIRABLE
	Public Finance Management Act 1999 and Regulations.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Director: Infrastructure Planning if required qualifications are obtained.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

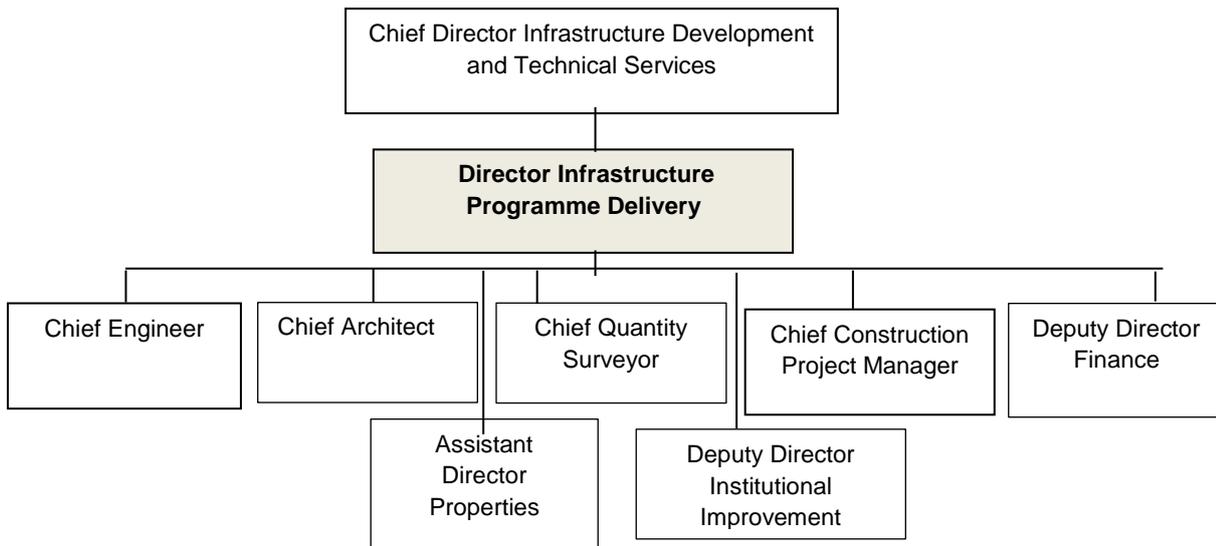
JOB TITLE	DIRECTOR INFRASTRUCTURE PROGRAMME DELIVERY
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	SMS
POST LEVEL/SALARY RANGE	LEVEL 13
REMUNERATION	
LOCATION	
COMPONENT	
REPORTS TO	CHIEF DIRECTOR INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES

JOB EVALUATION DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED: DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
---	---

JOB PURPOSE:

To manage the delivery of the total of Infrastructure Programme related to Capex, Minor capital and Maintenance projects through interaction with Districts and Health Facilities and monitoring/oversight of Implementing Agent[s].

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan</p>	<ol style="list-style-type: none"> 1. Identify Infrastructure strategic objectives. 2. Determine greatest needs of Department addressed as the highest priorities in terms of infrastructure delivery – including both Capital and Maintenance Projects. 3. Prepare Medium Term, Annual and Adjustment Budget. 4. Prepare bids for performance grants in collaboration with the Director Infrastructure Planning. 5. Finalise and approve Infrastructure Programme Management Plans. 6. Finalise and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan. 7. Sign off on inputs provided to the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s]. 8. Review and sign-off Infrastructure Programme Implementation Plans. 9. Review and recommend signing of Signed Service Delivery Agreement.
<p>Capital and Scheduled Maintenance Project Implementation and Oversight</p>	<ol style="list-style-type: none"> 1. Participate on various Supply Chain Management Committees. 2. Sign-off Project Execution Plans. 3. Sign-off scope and/or cost variations. 4. Consult Districts and Health Facilities during initiation and commissioning phases. 5. Undertake regular project site meetings and visits. 6. Implement commissioning plans effectively and efficiently. 7. Finalise and approve all infrastructure monitoring reports [performance and financial reports]. 8. Update Project/Programme Management systems. 9. Complete Post Project and Post Occupancy Evaluations. 10. Manage feedback learning generated in terms of the application of approved norms and standards. 11. Manage social facilitation.

KEY RESULT AREAS	KEY ACTIVITIES
	12. Monitor EPWP targets.
Management of the infrastructure budget as Infrastructure Programme Manager for assigned projects	<ol style="list-style-type: none"> 1. Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. 2. Review and approve cost and scope variations. 3. Review and approve Task and Work Orders. 4. Authorise invoices certified by Implementing Agents. 5. Update financial documentation and records. 6. Prepare financial reports including management information.
Strategic management	<ol style="list-style-type: none"> 1. Align Directorate core business and strategic objectives to that of the Department. 2. Provide clarity to professionals and support staff to understand their roles and responsibilities.
People Management	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- Communities
- Implementing Agents
- Provincial Public Works
- Building Contractors

Professional Service Providers
 National Department of Health
 Local Government
 Department of the Premier
 Traditional Leaders [if applicable]
 Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required
 Regular interaction with high level delegations
 Working hours: 40 hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in built environmen ▪ Valid drivers licence. ▪ Computer literacy. 	<ul style="list-style-type: none"> ▪ Registration with relevant Professional Council/Board as a Built Environment Professional. ▪ Post graduate qualification in management.
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Public Sector Management and/or related Management experience in the delivery and oversight of infrastructure programmes. [6 – 8 years post qualification]. ▪ 5 Years' middle management experience. 	
KNOWLEDGE	<p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Expanded Public Works Programme.</p> <p>Local Government Building Regulations [where applicable].</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p>	

COMPETENCE	ESSENTIAL	DESIRABLE
	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars.</p> <p>Departmental/Provincial Supply Chain Management Policies.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p> <p>Province Specific Land Administration Acts where relevant.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Intergovernmental Fiscal Relations Act of 1997.</p> <p>Intergovernmental Framework Act of 2005.</p> <p>Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.</p> <p>Health Act and Regulations, Act 61 of 2003.</p>	
Management Competence Profile	<ul style="list-style-type: none"> ▪ Refer to dpsa SMS Competence Framework 	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Chief Director.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DEPUTY DIRECTOR FINANCE

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE MMS

POST LEVEL/SALARY RANGE Level 11

REMUNERATION

LOCATION

COMPONENT DIRECTORATE INFRASTRUCTURE
PROGRAMME DELIVERY

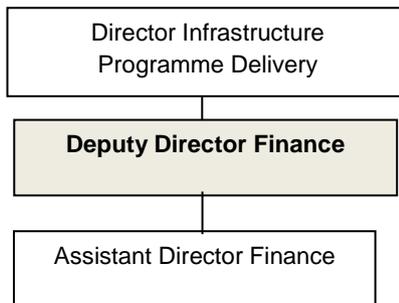
REPORTS TO DIRECTOR INFRASTRUCTURE
PROGRAMME DELIVERY

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION:	DATE REVIEWED:
JOB ANALYST:	REVIEWED BY:
	APPROVED BY:
EQUATE ID NUMBER:	DATE APPROVED:
	FILE NUMBER:
	DATE FOR NEXT REVIEW:

JOB PURPOSE:

To give direction to and coordinate all Financial Management functions for the Chief Directorate including all financial issues, provision of management accounting information related to infrastructure and supply chain management issues pertaining to infrastructure projects/programmes.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Financial data analyses and validations regarding programmes, projects, reporting and monitoring	<ol style="list-style-type: none">1. Extract relevant infrastructure project data from BAS and other relevant systems.2. Analyse financial data of infrastructure projects.3. Validate credibility of financial data with all Programme / Project Managers.4. Draft all financial and performance reports as required by National Departments and Provincial Treasury.5. Prepare management accounting reports for infrastructure.6. Report any variances of infrastructure projects expenditure against budgets and cash flow projections to the Chief Engineer, Chief Architect and the Chief Quantity Surveyor.7. Make inputs from a management accounting perspective on different options to be considered to address infrastructure needs of Department.
Financial administration for all Infrastructure Programmes/Projects	<ol style="list-style-type: none">1. Manage roll overs through Finance section.2. Manage financial commitments in line with approved budgets and cash flow projections and B5 Project List.3. Update the B5 Project List and budgets.4. Prepare written budget reports in terms of budget adjustments.5. Validate that the Finance section has updated BAS correctly in terms of projects, commitments, adjustments and spending against budgets.6. Manage infrastructure spending in line with cash flow projections to control over and underspending.7. Liaise with the budget office and infrastructure office in Provincial Treasury to promote coordination and credibility of data/information.8. Monitor and report on deviations to the Finance Section and the Chief Director.9. Manage the issuing of Work Order.10. Manage the capturing and approval of invoices.

	<ul style="list-style-type: none"> 11. Manage payments. 12. Manage financial journals. 13. Manage requests for shifting of funds.
Budget administration within Chief Directorate	<ul style="list-style-type: none"> 1. Manage Personnel costs within approved budgets. 2. Manage Operational budgets. 3. Provide written inputs to the Finance Section in terms of operational budgets. 4. Provide written inputs to the Finance Section in terms of the Budgets and Financial Annual Statements for infrastructure projects/programmes prepared in line with GRAP and within time frames for the PFMA.
Compliance to the financial and SCM policies and prescripts in the Chief Directorate	<ul style="list-style-type: none"> 1. Implement Financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. 2. Assist Managers and staff in Chief Directorate understand financial policies and directives. 3. Assist with implementation of SCM for infrastructure projects if applicable
Establish and maintain a document management system for all financial documentation that complies with requirements of the Auditor General	<ul style="list-style-type: none"> 1. Design a document management in compliance with Construction Procurement System requirements, Auditor General Requirements and related National/Provincial Treasury Instructions. 2. Manage the keeping of all financial records and copies of the contracts while projects are implemented. Original contracts will be kept by the Contract Management Section in SCM and/or by the Implementing Agent. 3. Provide all financial documents requested by Auditor General and/or Finance Section.
People Management	<ul style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and

	<p>Promotion of Access to Information Act of 2000</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Archives and Records Service Act of 1996.</p> <p>Public Service Act of 1994 and Regulations.</p>	
--	---	--

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Director – in Finance or Budget Office.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE ASSISTANT DIRECTOR FINANCE

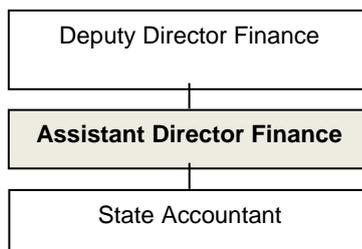
PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE
POST LEVEL/SALARY RANGE Level 9
REMUNERATION
LOCATION
COMPONENT DIRECTORATE INFRASTRUCTURE
PROGRAMME DELIVERY
REPORTS TO DEPUTY DIRECTOR FINANCE

JOB EVALUATION DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
---	--

JOB PURPOSE:

To assist with the coordination of all Financial Management functions for the Chief Directorate including all financial and supply chain management issues pertaining to infrastructure projects/programmes.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF AS PER ORGANOGRAM
EQUIPMENT

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Financial data analyses and validations regarding programmes, projects, reporting and monitoring</p>	<ol style="list-style-type: none"> 1. Extract relevant infrastructure project data from BAS and other relevant systems. 2. Analyse financial data of infrastructure projects. 3. Validate credibility of financial data with all Programme / Project Managers. 4. Assist with the preparation of the financial and performance reports as required by National Departments and Provincial Treasury. 5. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Deputy Director Finance.
<p>Financial administration for all infrastructure Programmes and Projects</p>	<ol style="list-style-type: none"> 1. Make recommendations on roll-overs of infrastructure projects to the Deputy Director. 2. Update and manage financial commitments in line with approved budgets and cash flow projections and the B5 Project List. 3. Update B5 Project List and Budget [including budget adjustments] and control that any changes are authorised by the Chief Director. 4. Provide written reports to the Budget Section in terms of budget adjustments in formats as prescribed by the budget section. 5. Validate that the Service Providers database is updated correctly by the Finance section. 6. Assist with the management of infrastructure spending in line with cash flow projections to ensure no under or overspending on infrastructure budgets. 7. Validate that the Finance section has updated BAS correctly in terms of projects, commitments, adjustments and spending against budgets. 8. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of sub-contractors. 9. Report on deviations to the Deputy

KEY RESULT AREAS	KEY ACTIVITIES
	<p>Director.</p> <ol style="list-style-type: none"> 10. Assist with supply chain management. 11. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. 12. Assist with the capturing of invoices on LOGIS/BAS for payments after signed off by Director and Chief Director. [Authorisation of issuing of work orders and payments of invoices will be the Director and Chief Director in terms of delegations].
<p>Budget administration within Chief Directorate</p>	<ol style="list-style-type: none"> 1. Assist with the management of personnel costs within approved budgets. 2. Assist with the management of operational budgets. 3. Make inputs to Deputy Director Finance in terms of the Budgets and Financial Annual Statements for infrastructure projects/programmes prepared in line with GRAP and within time frames for the PFMA.
<p>Compliance to the financial policies and prescripts in the Chief Directorate</p>	<ol style="list-style-type: none"> 1. Assist to manage adherence to financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. 2. Update the CIDB register in terms of itender system and register of projects.
<p>Update and maintain a document management system for all financial documentation that complies with requirements of the Auditor General</p>	<ol style="list-style-type: none"> 1. Update all financial files with the required financial documentation in compliance with Construction Procurement System requirements, Auditor General Requirements and related National/Provincial Treasury Instructions. 2. Update the register of contracts while projects are implemented. Original contracts will be kept by the Contract Management Section in SCM and/or by the Implementing Agent. 3. Provide all financial documents requested by Auditor General and/or Finance Section.
<p>People Management</p>	<ol style="list-style-type: none"> 1. Maintain discipline. 2. Manage performance and

KEY RESULT AREAS	KEY ACTIVITIES
	<p>development of development of employees.</p> <ol style="list-style-type: none"> 3. Undertake human resources and other related administrative functions. 4. Establish and maintain effective and efficient communication arrangements. 5. Develop and manage the operational plan. 6. Plan and allocate work. 7. Develop and implement processes to promote control of work. 8. Serve on transversal task teams as required. 9. Implement quality control of work delivered by employees.

COMMUNICATION AND WORKING RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities
Provincial Treasuries
Auditor General
Implementing Agent(s)
Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree or Diploma in Commerce / Accounting / Economics. ▪ Valid drivers licence. ▪ Computer literacy. 	<ul style="list-style-type: none"> ▪ Certificate in Infrastructure Delivery Management System
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. ▪ 3 Year's post qualification experience. 	
KNOWLEDGE	PFMA/Division of Revenue Act	

	<p>/Treasury Regulations/Practice Notes/ Instructions/Circulars.</p> <p>Departmental Supply Chain Management Policies, Procedures and Delegations.</p> <p>Promotion of Access to Information Act of 2000</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Archives and Records Service Act of 1996.</p> <p>Public Service Act of 1994 and Regulations.</p>	
--	--	--

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Deputy Director.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

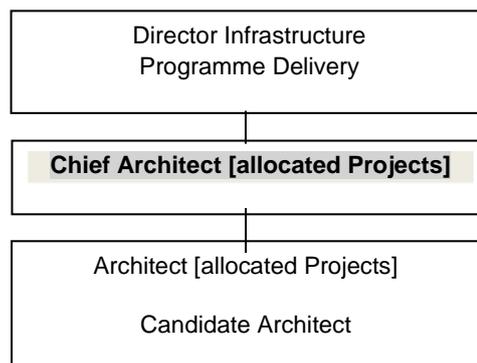
JOB TITLE	CHIEF ARCHITECT
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	GRADE A
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE: HOSPITALS, PHC OR OTHER HEALTH FACILITIES
REPORTS TO	DIRECTOR INFRASTRUCTURE PROGRAMME DELIVERY

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES

KEY RESULT AREAS	KEY ACTIVITIES
<p>Infrastructure Programme and Project Planning in line with IDMS</p>	<ol style="list-style-type: none"> 1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. 2. Prepare the infrastructure budget and Final Project List. 3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. 4. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. 5. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. 6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
<p>Infrastructure Programme and Project Implementation and Monitoring</p>	<ol style="list-style-type: none"> 1. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. 2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. 3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. 4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. 5. Review and recommend Variation Orders in terms of contract

KEY RESULT AREAS	KEY ACTIVITIES
	<p>management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning.</p> <ol style="list-style-type: none"> 6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update systems [if applicable] in terms of Technical Condition Assessments. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from an architectural perspective. 4. Participate in the continuous improvement of best practices, standardised processes and

KEY RESULT AREAS	KEY ACTIVITIES
	procedures, software applications and tools.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.
People Management	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.
Financial Management	<ol style="list-style-type: none"> 1. Monitor that infrastructure projects are planned within available funds. 2. Monitor application of costs norms. 3. Monitor expenditure on infrastructure projects within budgets. 4. Control cost and scope variances on infrastructure projects.
Mentoring of Candidates	<ol style="list-style-type: none"> 1. Act as mentor for Candidate Architect. 2. Complete progress reports. 3. Conduct regular performance

KEY RESULT AREAS	KEY ACTIVITIES
	meetings. 4. Provide professional guidance.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- National Treasury
- Communities
- Building Contractors
- Professional Service Providers
- Implementing Agent(s)
- Provincial Public Works
- National Department of Health
- Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Bachelor of Architecture and/ or equivalent qualification. ▪ Registration as a Professional Architect with the South African Council for Architectural Profession. ▪ Valid drivers licence. ▪ Computer literacy. 	Certificate or Executive Course in Infrastructure Delivery Management
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 6 Years' experience post qualification. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts</p> <p>All standards defined in the Competence standard for Construction Procurement issued by CIDB</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE CHIEF QUANTITY SURVEYOR

PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE OCCUPATIONAL SPECIFIC
DISPENSATION
GRADE A

POST LEVEL/SALARY RANGE
REMUNERATION
LOCATION
COMPONENT SUB DIRECTORATE: HOSPITALS, PHC
OR OTHER HEALTH FACILITIES
DIRECTOR INFRASTRUCTURE
PROGRAMME DELIVERY

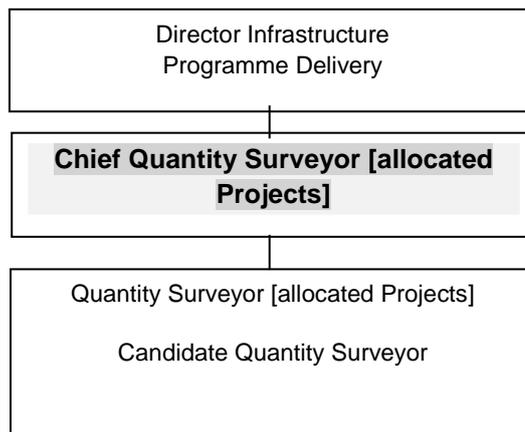
REPORTS TO

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Infrastructure Programme and Project Planning in line with IDMS	<ol style="list-style-type: none">1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan.2. Prepare the infrastructure budget and Final Project List.3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning.4. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].5. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health.6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
Infrastructure Programme and Project Implementation and Monitoring	<ol style="list-style-type: none">1. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement.2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA].3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA].4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning.5. Review and recommend Variation Orders in terms of contract management practice and financial

KEY RESULT AREAS	KEY ACTIVITIES
	<p>implications in collaboration with professionals in the Directorate Infrastructure Planning.</p> <ol style="list-style-type: none"> 6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budget on completion of projects. 3. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a quantity surveyor perspective. 4. Participate in the continuous improvement of best practices, standardised processes and

KEY RESULT AREAS	KEY ACTIVITIES
	procedures, software applications and tools.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.
People Management	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.
Financial Management	<ol style="list-style-type: none"> 1. Monitor that infrastructure projects are planned within available funds. 2. Monitor application of costs norms. 3. Monitor expenditure on infrastructure projects within budgets. 4. Control cost and scope variances on infrastructure projects.
Mentoring of Candidates	<ol style="list-style-type: none"> 1. Act as mentor for Candidate Architect. 2. Complete progress reports. 3. Conduct regular performance

KEY RESULT AREAS	KEY ACTIVITIES
	meetings. 4. Provide professional guidance.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- National Treasury
- Communities
- Building Contractors
- Professional Service Providers
- Implementing Agent(s)
- Provincial Public Works
- National Department of Health
- Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ University degree in Quantity Surveying and/or equivalent qualification. ▪ Registered as a Professional Quantity Surveyor with SACQSP. ▪ Valid drivers licence. ▪ Computer literacy. 	<ul style="list-style-type: none"> ▪ Certificate or Executive Course in Infrastructure Delivery Management
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 6 Years' experience post qualification. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to</p>	

COMPETENCE	ESSENTIAL	DESIRABLE
	<p>Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts.</p> <p>Construction Procurement Standard as Issued by CIDB.</p>	
TECHNICAL COMPETENCE	As per OSD requirements issued	

COMPETENCE	ESSENTIAL	DESIRABLE
REQUIREMENTS	by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE CHIEF ENGINEER

PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE OCCUPATIONAL SPECIFIC
DISPENSATION

POST LEVEL/SALARY RANGE GRADE A

REMUNERATION

LOCATION

COMPONENT SUB DIRECTORATE: HOSPITALS, PHC
OR OTHER HEALTH FACILITIES

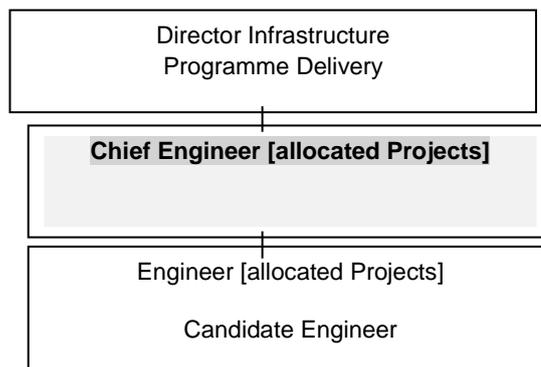
REPORTS TO DIRECTOR INFRASTRUCTURE
PROGRAMME DELIVERY

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Infrastructure Programme and Project Planning in line with IDMS</p>	<ol style="list-style-type: none"> 1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. 2. Prepare the infrastructure budget and Final Project List. 3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. 4. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. 5. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. 6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
<p>Infrastructure Programme and Project Implementation and Monitoring</p>	<ol style="list-style-type: none"> 1. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. 2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. 3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. 4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. 5. Review and recommend Variation Orders in terms of contract management practice and financial

KEY RESULT AREAS	KEY ACTIVITIES
	<p>implications in collaboration with professionals in the Directorate Infrastructure Planning.</p> <ol style="list-style-type: none"> 6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update system information [if applicable] in terms of Technical Condition Assessments. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from an engineering perspective. 4. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications

KEY RESULT AREAS	KEY ACTIVITIES
	and tools.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.
People Management	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.
Financial Management	<ol style="list-style-type: none"> 1. Monitor that infrastructure projects are planned within available funds. 2. Monitor application of costs norms. 3. Monitor expenditure on infrastructure projects within budgets. 4. Control cost and scope variances on infrastructure projects.
Mentoring of Candidates	<ol style="list-style-type: none"> 1. Act as mentor for Candidate Architect. 2. Complete progress reports. 3. Conduct regular performance meetings.

KEY RESULT AREAS	KEY ACTIVITIES
	4. Provide professional guidance.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- National Treasury
- Communities
- Building Contractors
- Professional Service Providers
- Implementing Agent(s)
- Provincial Public Works
- National Department of Health
- Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ University Degree in Engineering and/or equivalent qualification. ▪ Registered as a Professional Engineer with ECSA. ▪ Valid drivers licence. ▪ Computer literacy. 	<ul style="list-style-type: none"> ▪ Certificate or Executive Course in Infrastructure Delivery Management
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 6 Years' experience post qualification. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative</p>	

COMPETENCE	ESSENTIAL	DESIRABLE
	<p>Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts.</p> <p>Construction Procurement Standard as Issued by CIDB.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

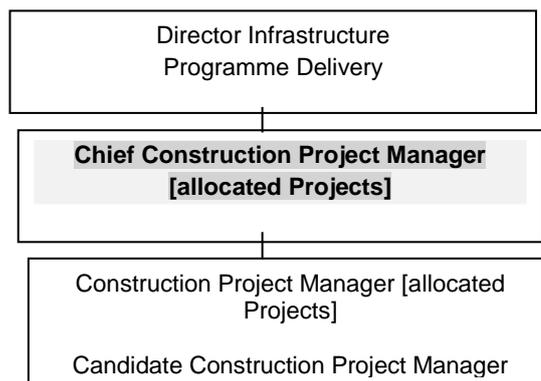
JOB TITLE	CHIEF CONSTRUCTION PROJECT MANAGER
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	GRADE A
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE: HOSPITALS, PHC OR OTHER HEALTH FACILITIES
REPORTS TO	DIRECTOR INFRASTRUCTURE PROGRAMME DELIVERY

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Infrastructure Programme and Project Planning in line with IDMS</p>	<ol style="list-style-type: none"> 1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. 2. Prepare the infrastructure budget and Final Project List. 3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. 4. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. 5. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. 6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
<p>Infrastructure Programme and Project Implementation and Monitoring</p>	<ol style="list-style-type: none"> 1. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. 2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. 3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. 4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. 5. Review and recommend Variation Orders in terms of contract management practice and financial

KEY RESULT AREAS	KEY ACTIVITIES
	<p>implications in collaboration with professionals in the Directorate Infrastructure Planning.</p> <ol style="list-style-type: none"> 6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update system information [if applicable] in terms of Technical Condition Assessments. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from an engineering perspective. 4. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications

KEY RESULT AREAS	KEY ACTIVITIES
	and tools.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.
People Management	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.
Financial Management	<ol style="list-style-type: none"> 1. Monitor that infrastructure projects are planned within available funds. 2. Monitor application of costs norms. 3. Monitor expenditure on infrastructure projects within budgets. 4. Control cost and scope variances on infrastructure projects.
Mentoring of Candidates	<ol style="list-style-type: none"> 1. Act as mentor for Candidate Architect. 2. Complete progress reports. 3. Conduct regular performance meetings.

KEY RESULT AREAS	KEY ACTIVITIES
	4. Provide professional guidance.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- National Treasury
- Communities
- Building Contractors
- Professional Service Providers
- Implementing Agent(s)
- Provincial Public Works
- National Department of Health
- Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Built Environment field. ▪ Registered as a Professional Construction Project Manager with SACPCMP. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 6 Years' experience post qualification. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative</p>	

COMPETENCE	ESSENTIAL	DESIRABLE
	<p>Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts.</p> <p>Construction Procurement Standard as Issued by CIDB.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

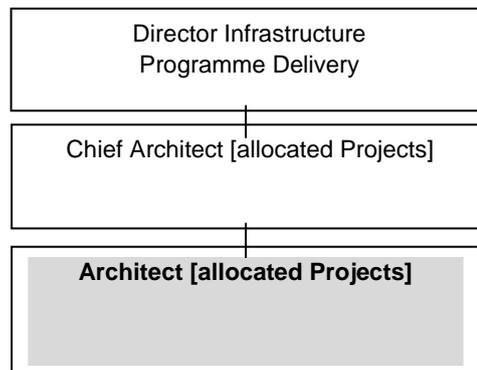
JOB TITLE	ARCHITECT
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE: HOSPITALS, PHC OR OTHER HEALTH FACILITIES
REPORTS TO	CHIEF ARCHITECT

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Infrastructure Programme and Project Planning in line with IDMS	<ol style="list-style-type: none">1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan.2. Prepare the infrastructure budget and Final Project List.3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning.4. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].5. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health.6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
Infrastructure Programme and Project Implementation and Monitoring	<ol style="list-style-type: none">1. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement.2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA].3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA].4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning.5. Review and recommend Variation Orders in terms of contract management practice and financial

KEY RESULT AREAS	KEY ACTIVITIES
	<p>implications in collaboration with professionals in the Directorate Infrastructure Planning.</p> <ol style="list-style-type: none"> 6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. 4. Participate in the continuous improvement of best practices, standardised processes and

KEY RESULT AREAS	KEY ACTIVITIES
	procedures, software applications and tools.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- Communities
- Building Contractors
- Professional Service Providers
- Implementing Agent(s)
- Provincial Public Works
- National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Bachelor Degree of Architecture and/or equivalent qualification. ▪ Registered as a Professional Architect with the South African Council for Architectural Profession ▪ Valid drivers licence. ▪ Computer literacy. 	Certificate in Infrastructure Delivery Management System

COMPETENCE	ESSENTIAL	DESIRABLE
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 3 Years' experience post qualification. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p>	

COMPETENCE	ESSENTIAL	DESIRABLE
	National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts Competence Standards applicable to Construction Procurement as issued by CIDB.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

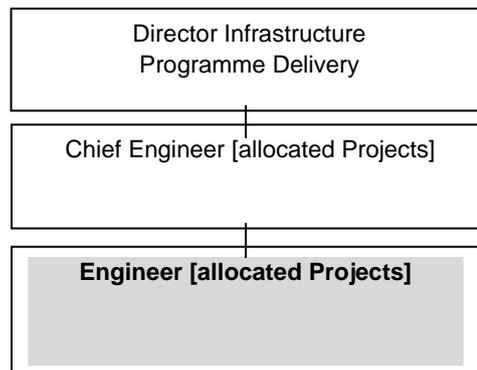
JOB TITLE	ENGINEER
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE: HOSPITALS, PHC AND OTHER HEALTH FACILITIES
REPORTS TO	CHIEF ENGINEER

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Infrastructure Programme and Project Planning in line with IDMS</p>	<ol style="list-style-type: none"> 1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. 2. Prepare the infrastructure budget and Final Project List. 3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. 4. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. 5. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. 6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
<p>Infrastructure Programme and Project Implementation and Monitoring</p>	<ol style="list-style-type: none"> 1. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. 2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. 3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. 4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. 5. Review and recommend Variation Orders in terms of contract management practice and financial

KEY RESULT AREAS	KEY ACTIVITIES
	<p>implications in collaboration with professionals in the Directorate Infrastructure Planning.</p> <ol style="list-style-type: none"> 6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. 4. Participate in the continuous improvement of best practices, standardised processes and

KEY RESULT AREAS	KEY ACTIVITIES
	procedures, software applications and tools.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORKING RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities
Provincial Treasury
Communities
Building Contractors
Professional Service Providers
Implementing Agent(s)
Provincial Public Works
National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Engineering and/or equivalent qualification. ▪ Registered as a professional Engineer with ECSA. ▪ Valid drivers licence. ▪ Computer literacy. 	Certificate in Infrastructure Delivery Management System
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 3 Years' experience post qualification. 	
KNOWLEDGE	Construction Industry Development Board Act of 2000	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Environmental Management Act of 1998.</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

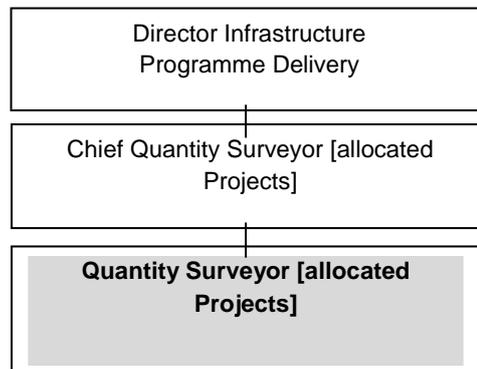
JOB TITLE	QUANTITY SURVEYOR
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE: HOSPITALS, PHC OR OTHER HEALTH FACILITIES
REPORTS TO	CHIEF QUANTITY SURVEYOR

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Infrastructure Programme and Project Planning in line with IDMS</p>	<ol style="list-style-type: none"> 1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. 2. Prepare the infrastructure budget and Final Project List. 3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. 4. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. 5. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health. 6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
<p>Infrastructure Programme and Project Implementation and Monitoring</p>	<ol style="list-style-type: none"> 1. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. 2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA]. 3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. 4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. 5. Review and recommend Variation Orders in terms of contract management practice and financial

KEY RESULT AREAS	KEY ACTIVITIES
	<p>implications in collaboration with professionals in the Directorate Infrastructure Planning.</p> <ol style="list-style-type: none"> 6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. 4. Participate in the continuous improvement of best practices, standardised processes and

KEY RESULT AREAS	KEY ACTIVITIES
	procedures, software applications and tools.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORKING RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities
Provincial Treasury
Communities
Building Contractors
Professional Service Providers
Implementing Agent(s)
Provincial Public Works
National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Quantity Surveying and/or equivalent qualification. ▪ Registration as Professional Quantity Surveyor with SACQSP. ▪ Valid drivers licence. ▪ Computer literacy. 	Certificate in Infrastructure Delivery Management System
RELEVANT	<ul style="list-style-type: none"> ▪ 3 Years' experience post 	

COMPETENCIES	ESSENTIAL	DESIRABLE
EXPERIENCE	qualification.	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as issued by the CIDB.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE CONSTRUCTION PROJECT MANAGER

PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE OCCUPATIONAL SPECIFIC
DISPENSATION
PRODUCTION LEVEL

POST LEVEL/SALARY RANGE
REMUNERATION
LOCATION
COMPONENT SUB DIRECTORATE: HOSPITALS, PHC
OR OTHER HEALTH FACILITIES
CHIEF ARCHITECT

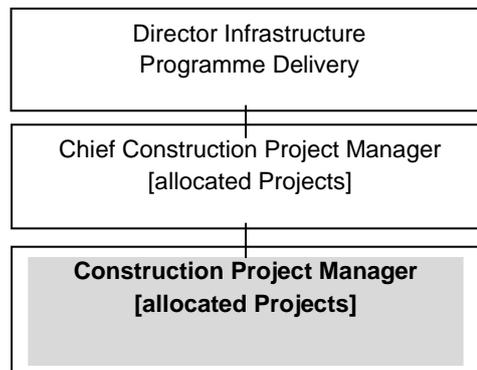
REPORTS TO

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Infrastructure Programme and Project Planning in line with IDMS	<ol style="list-style-type: none">1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan.2. Prepare the infrastructure budget and Final Project List.3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning.4. Manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].5. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Health.6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
Infrastructure Programme and Project Implementation and Monitoring	<ol style="list-style-type: none">1. Monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement.2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA].3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA].4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning.5. Review and recommend Variation Orders in terms of contract management practice and financial

KEY RESULT AREAS	KEY ACTIVITIES
	<p>implications in collaboration with professionals in the Directorate Infrastructure Planning.</p> <ol style="list-style-type: none"> 6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. 4. Participate in the continuous improvement of best practices, standardised processes and

KEY RESULT AREAS	KEY ACTIVITIES
	procedures, software applications and tools.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORKING RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities
Provincial Treasury
Communities
Building Contractors
Professional Service Providers
Implementing Agent(s)
Provincial Public Works
National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Built Environment. ▪ Registered as a Professional Construction Project Manager with SACPCMP. ▪ Valid drivers licence. ▪ Computer literacy. 	Certificate in Infrastructure Delivery Management System
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 3 Years' experience post qualification. 	
KNOWLEDGE	Construction Industry	

COMPETENCE	ESSENTIAL	DESIRABLE
	<p>Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Environmental Management Act of 1998.</p>	

COMPETENCE	ESSENTIAL	DESIRABLE
	Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts Competence Standards applicable to Construction Procurement as issued by CIDB.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

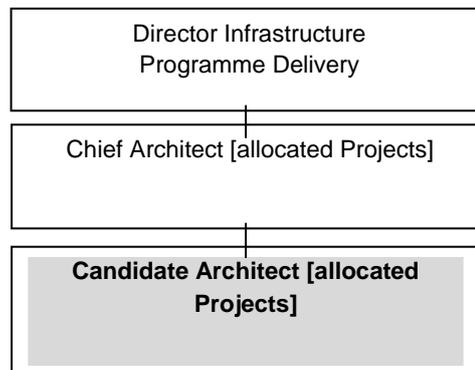
JOB TITLE	CANDIDATE ARCHITECT [contract post]
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE: HOSPITALS, PHC OR OTHER HEALTH FACILITIES
REPORTS TO	CHIEF ARCHITECT

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Infrastructure Programme and Project Planning in line with IDMS	<ol style="list-style-type: none">1. Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan.2. Assist to prepare the infrastructure budget and Final Project List.3. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning.4. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].
Infrastructure Programme and Project Implementation and Monitoring	<ol style="list-style-type: none">1. Assist to monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement.2. Assist to manage project implementation of projects that are not allocated to an Implementing Agent [IA].3. Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning.4. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning.5. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS].6. Assist to manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance.7. Assist to manage the interface

KEY RESULT AREAS	KEY ACTIVITIES
	<p>between the end-user/community structures and Implementing Agent [IA].</p> <p>8. Prepare and submit progress reports [financial and non-financial indicators].</p>
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Assist to review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Assist to manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Assist to provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. 4. Assist to participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.
<p>Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils</p>	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORKING RELATIONS:

Contacts: Head Office Components
 District Offices and Health Facilities
 Provincial Treasury
 Communities
 Building Contractors
 Professional Service Providers
 Implementing Agent(s)
 Provincial Public Works
 National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
 Regular interaction with low level delegations.
 Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Bachelor Degree of Architecture and/or equivalent qualification. ▪ Registered as a Candidate Architect with the South African Council for Architectural Profession ▪ Valid drivers licence. ▪ Computer literacy. 	Certificate in Infrastructure Delivery Management System
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p>	

COMPETENCE	ESSENTIAL	DESIRABLE
	<p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts</p> <p>Competence Standards applicable to Construction Procurement as issued by CIDB.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

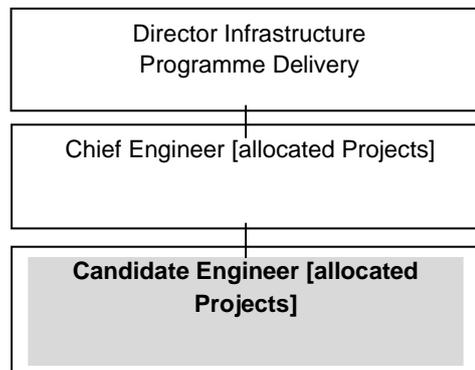
JOB TITLE	CANDIDATE ENGINEER [contract]
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE: HOSPITALS, PHC AND OTHER HEALTH FACILITIES
REPORTS TO	CHIEF ENGINEER

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Infrastructure Programme and Project Planning in line with IDMS</p>	<ol style="list-style-type: none"> 1. Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. 2. Assist to prepare the infrastructure budget and Final Project List. 3. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. 4. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].
<p>Infrastructure Programme and Project Implementation and Monitoring</p>	<ol style="list-style-type: none"> 1. Assist to monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. 2. Assist to manage project implementation of projects that are not allocated to an Implementing Agent [IA]. 3. Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. 4. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. 5. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 6. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 7. Manage the interface between the

KEY RESULT AREAS	KEY ACTIVITIES
	<p>end-user/community structures and Implementing Agent [IA].</p> <p>8. Prepare and submit progress reports [financial and non-financial indicators].</p>
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Assist to review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Assist to manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. 4. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.
<p>Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils</p>	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORKING RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities
Provincial Treasury
Communities
Building Contractors
Professional Service Providers
Implementing Agent(s)
Provincial Public Works
National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none">▪ Degree in Engineering and/or equivalent qualification.▪ Registered as a Candidate Engineer with ECSA.▪ Valid drivers licence.▪ Computer literacy.	
KNOWLEDGE	Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations.	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts.</p> <p>Competence Standards for Construction Procurement as issued by the CIDB.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

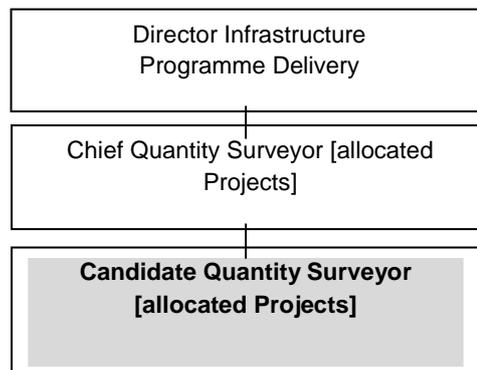
JOB TITLE	CANDIDATE QUANTITY SURVEYOR [contract post]
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION PRODUCTION LEVEL
POST LEVEL/SALARY RANGE	
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE: HOSPITALS, PHC OR OTHER HEALTH FACILITIES
REPORTS TO	CHIEF QUANTITY SURVEYOR

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Infrastructure Programme and Project Planning in line with IDMS</p>	<ol style="list-style-type: none"> 1. Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. 2. Assist to prepare the infrastructure budget and Final Project List. 3. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. 4. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].
<p>Infrastructure Programme and Project Implementation and Monitoring</p>	<ol style="list-style-type: none"> 1. Assist to monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. 2. Assist to manage project implementation of projects that are not allocated to an Implementing Agent [IA]. 3. Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. 4. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. 5. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 6. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning and the financial documents to the Deputy Director Finance. 7. Manage the interface between the

KEY RESULT AREAS	KEY ACTIVITIES
	<p>end-user/community structures and Implementing Agent [IA].</p> <p>8. Prepare and submit progress reports [financial and non-financial indicators].</p>
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 3. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. 4. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.
<p>Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils</p>	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- Communities
- Building Contractors
- Professional Service Providers
- Implementing Agent(s)
- Provincial Public Works
- National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
 Regular interaction with low level delegations.
 Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Quantity Surveying and/or equivalent qualification. ▪ Registration as a Candidate Quantity Surveyor with SACQSP. ▪ Valid drivers licence. ▪ Computer literacy. 	Certificate in Infrastructure Delivery Management System
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts.</p> <p>Competence Standards for Construction Procurement as issued by the CIDB.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

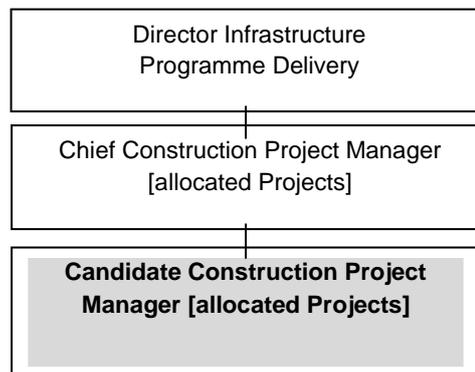
JOB TITLE	CANDIDATE CONSTRUCTION PROJECT MANAGER [contract post]
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION PRODUCTION LEVEL
POST LEVEL/SALARY RANGE	
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE: HOSPITALS, PHC OR OTHER HEALTH FACILITIES
REPORTS TO	CHIEF QUANTITY SURVEYOR

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Infrastructure Programme and Project Planning in line with IDMS</p>	<ol style="list-style-type: none"> 1. Assist to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. 2. Assist to prepare the infrastructure budget and Final Project List. 3. Assist to prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1 with all the inputs obtained from the Directorate Infrastructure Planning. 4. Assist to manage preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].
<p>Infrastructure Programme and Project Implementation and Monitoring</p>	<ol style="list-style-type: none"> 1. Assist to monitor the implementation of Programmes and Projects by the Implementing Agent [IA] and the adherence to the Service Delivery Agreement. 2. Assist to manage project implementation of projects that are not allocated to an Implementing Agent [IA]. 3. Assist to review the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA] with inputs received from the Directorate Infrastructure Planning. 4. Assist to review Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Infrastructure Planning. 5. Assist to develop Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 6. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Directorate Infrastructure Planning

KEY RESULT AREAS	KEY ACTIVITIES
	<p>and the financial documents to the Deputy Director Finance.</p> <ol style="list-style-type: none"> 7. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 8. Prepare and submit progress reports [financial and non-financial indicators].
<p>Infrastructure Project Commissioning</p>	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the Maintenance Plans and budgets on completion of projects. 3. Collect and update information on systems [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
<p>Infrastructure Programme and Project Evaluation</p>	<ol style="list-style-type: none"> 5. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 6. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 7. Provide feedback to Directorate Infrastructure Planning on functional and technical norms and standards that should be updated from a space and design perspective. 1. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.
<p>Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils</p>	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the Health sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure policies of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORKING RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities
Provincial Treasury
Communities
Building Contractors
Professional Service Providers
Implementing Agent(s)
Provincial Public Works
National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none">▪ Degree in Built Environment.▪ Registration as a Candidate Construction Project Manager with SACPCMP.▪ Valid drivers licence.▪ Computer literacy.	
KNOWLEDGE	Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts.</p> <p>Competence Standards for Construction Procurement as issued by the CIDB.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DEPUTY DIRECTOR INSTITUTIONAL IMPROVEMENT

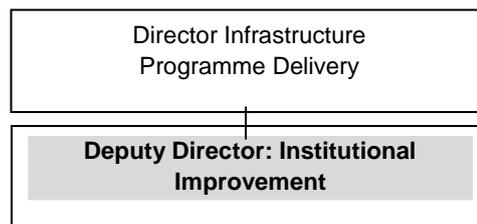
PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE PUBLIC SERVICE
POST LEVEL/SALARY RANGE LEVEL 11
REMUNERATION
LOCATION
COMPONENT DIRECTORATE: INFRASTRUCTURE PROGRAMME DELIVERY
REPORTS TO DIRECTOR

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:

JOB PURPOSE:

To provide institutional support to the identified health facilities where infrastructure projects are implemented and changes in the operational health systems are required.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Implementation of organisational development strategies aimed towards seamless service delivery during infrastructure project implementation at Health Facilities</p>	<ol style="list-style-type: none"> 1. Document staffing plans. 2. Prepare training plans and programmes. 3. Prepare management plans. 4. Prepare development plans. 5. Assist with the commissioning of health facilities 6. Make inputs to Post Project and Post Occupancy Evaluation [POE] exercises. 7. Document organisational strategies. 8. Assist to development delegation of authorities. 9. Assist to establish and improve hospital governance. 10. Assist to improve financial management 11. Assist to improve financial management 12. Assist to establish hospital information management system and related information technology. 13. Assist to establish patient administration systems. 14. Assist to develop and implement communication strategies.
<p>Facilitate change management programmes at Health Facilities as part of the delivery of infrastructure</p>	<ol style="list-style-type: none"> 1. Facilitate the development and implementation of Mentorship Programmes. 2. Facilitate the development and implementation of Coaching Programmes. 3. Facilitate changes in organisational behaviour. 4. Facilitate the development and implementation of communication plans.
<p>Implementation of quality assurance programmes as part of the delivery of infrastructure</p>	<ol style="list-style-type: none"> 1. Facilitate the development of facility quality improvement plans 2. Facilitate the institutionalisation of the CORE standards. 3. Assist to implement Quality Assurance forums. 4. Assist to implement package of services. 5. Facilitate the introduction of clinical audits, mortality and morbidity reviews, peer reviews. 6. Assist to establish sound supervisory system.

KEY RESULT AREAS	KEY ACTIVITIES
	7. Assist to implement adverse incident reporting mechanisms. 8. Facilitate implementation of Client satisfaction mechanisms. 9. Assist to implement evidence based guidelines and protocols.
Monitor and report progress with implementation of institutional systems aligned to infrastructure delivery	1. Liaise with relevant organisational components in the Head office to promote seamless infrastructure delivery with required institutional systems. 2. Prepare monthly reports. 3. Prepare monthly reports on infection prevention and control from an infrastructure delivery perspective.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Provincial Treasury
- Communities
- Building Contractors
- Professional Service Providers
- Implementing Agent(s)
- Provincial Public Works
- National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
 Regular interaction with low level delegations.
 Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Health Sciences or B Admin with Personnel Management or B Com Personnel Management. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 3 – 5 Years' experience post qualification. ▪ Experience of the health system, standards, management practices, information systems, organisation development 	

COMPETENCIES	ESSENTIAL	DESIRABLE
	and change management.	
KNOWLEDGE	<ul style="list-style-type: none"> ▪ PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. ▪ Public Service Act of 1994 and Regulations of 2001. ▪ Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. ▪ Human Resources Development and Skills Development Frameworks of Government. ▪ Government Immovable Asset Management Act of 2007. ▪ Promotion of Access to Information Act of 2000. ▪ Promotion of Administrative Justice Act of 2000. ▪ Health Act and Regulations, Act 61 of 2003. 	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Director.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

POST LEVEL/SALARY RANGE LEVEL 9

REMUNERATION

LOCATION

COMPONENT DIRECTORATE INFRASTRUCTURE PROGRAMME DELIVERY MANAGEMENT

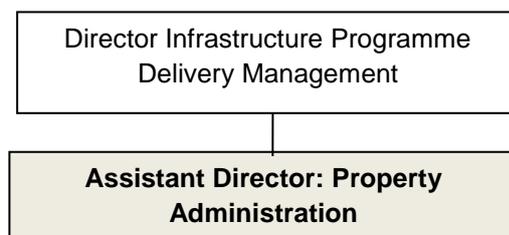
REPORTS TO DIRECTOR INFRASTRUCTURE PROGRAMME DELIVERY MANAGEMENT

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To implement property administration functions.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

Provincial Treasury
 Communities
 Implementing Agents(s)
 GDID
 Building Contractors
 Professional Service Providers
 National Department of Health

WORK CONDITIONS:

Normal office conditions and regular travelling required
 Regular interaction with low level delegations
 Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ Relevant National Diploma in Real Estate or Property Management. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 3 Years' experience post qualification. 	
KNOWLEDGE	PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.	Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per OSD dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DIRECTOR HEALTH TECHNOLOGY

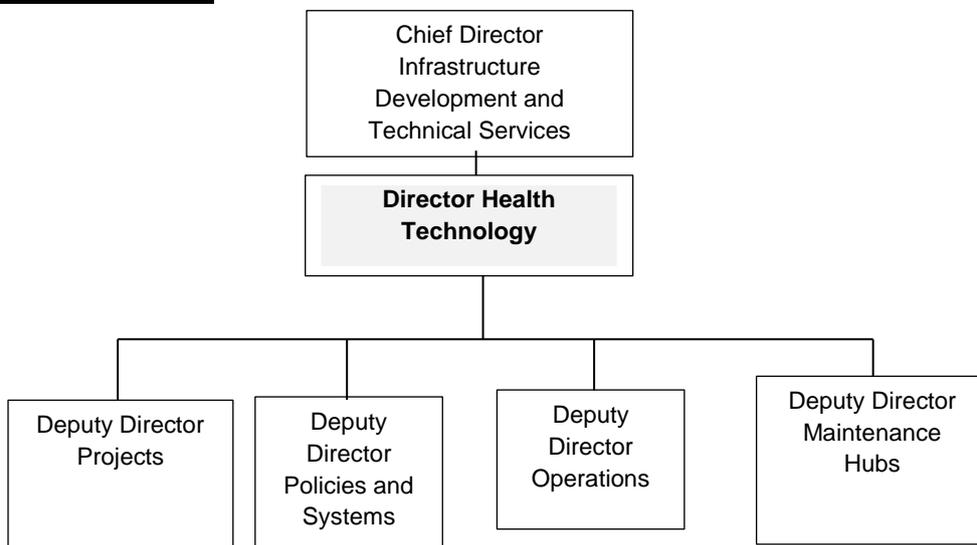
PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE SMS
POST LEVEL/SALARY RANGE 13
REMUNERATION
LOCATION
COMPONENT DIRECTORATE: HEALTH TECHNOLOGY
REPORTS TO CHIEF DIRECTOR INFRASTRUCTURE
DEVELOPMENT AND TECHNICAL
SERVICES

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To direct and monitor the specification, procurement, application, use and maintenance of health technology services.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREA	KEY ACTIVITIES
Strategic healthcare technology planning and assessment	<ol style="list-style-type: none">1. Prepare health technology strategy for the Department.2. Prepare annual health technology procurement plan,3. Determine targets and indicators for Health Technology.4. Manage updating of essential equipment list.5. Prepare research reports.6. Develop a disposal plan.7. Monitor that existing health technology is optimally managed.
Medical equipment acquisition and deployment	<ol style="list-style-type: none">1. Direct assessment of needs.2. Direct tender specifications.3. Manage updating of databank of specifications.4. Manage the procurement processes in collaboration with Departmental SCM.5. Participate in the evaluation of tenders.
Health technology maintenance management services	<ol style="list-style-type: none">1. Design service delivery model and ideal service delivery platform.2. Plan for the full staffing of maintenance hubs.3. Plan for funding for operationalization of maintenance hubs.4. Monitor and evaluation performance of maintenance hubs.5. Draft proposals for changing the service delivery model followed by maintenance hubs based on performance reports.
Medical equipment risks and quality improvement	<ol style="list-style-type: none">1. Direct health technology policies, norms and procedures.2. Manage the design and presentation of training to users.3. Direct the development and updating of the quality improvement plan.4. Direct the development of a risk management plan and adverse events plan.
Financial Management	<ol style="list-style-type: none">1. Use of funds in the Directorate effectively, efficiently and in compliance with Public Finance Management Act.2. Use of funds medical equipment managed effectively, efficiently and in compliance with the Public Finance Management Act.
Strategic Management	<ol style="list-style-type: none">1. Align the core business of the Directorate: with the strategic goals and objectives of the Department.2. Enhance the understanding of managers in terms of their roles and responsibilities.3. Prepare the operational plan for the Directorate.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Health Sciences or Degree and/or Diploma in Electrical or Mechanical or Clinical Engineering. ▪ Valid Driver's Licence. ▪ Computer literate. 	<ul style="list-style-type: none"> ▪ Post-graduate qualification in management
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Public Sector Management and/or related Management experience in the planning, commissioning and maintenance of medical equipment [6 – 8 years' experience post qualification]. ▪ 5 Years' middle management experience. 	
KNOWLEDGE	<p>PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p> <p>Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.</p> <p>Health Act and Regulations, Act 61 of 2003.</p>	<p>Intergovernmental Fiscal Relations Act of 1997.</p> <p>Intergovernmental Framework Act of 2005.</p>
MANAGEMENT COMPETENCE PROFILE	<ul style="list-style-type: none"> ▪ Refer to dpsa SMS Competence Framework 	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Chief Director [needs built environment degree to qualify for the Chief Director Post].

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DEPUTY DIRECTOR PROJECTS

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE MMS

POST LEVEL/SALARY RANGE 11

REMUNERATION

LOCATION

COMPONENT DIRECTORATE: HEALTH TECHNOLOGY

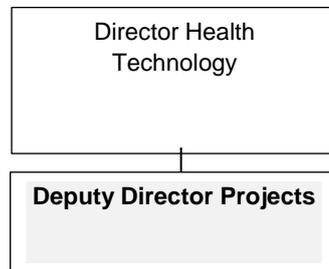
REPORTS TO DIRECTOR HEALTH TECHNOLOGY

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage health technology services projects [new commissioning] and upgrading.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF AS PER ORGANOGRAM
EQUIPMENT

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Planning of health technology for defined HT projects	<ol style="list-style-type: none"> 1. Review research findings in health technology. 2. Interpret and apply approved norms and standards per level of care. 3. Determine needs, do baseline assessment, identify gaps and assist in compiling a HT plan for defined institutions. 4. Cost projects. 5. Prepare budget request and manage HT project budget. 6. Assess and approve final HT and contingency plans for defined projects. 7. Test skills of users and availability.
Supervise, monitor and manage procurement plans to obtain all health technology required for projects	<ol style="list-style-type: none"> 1. Assess infrastructure goals of department and times frames for completion of infrastructure projects. 2. Develop procurement plan for all equipment aligned to commissioning of infrastructure. 3. Develop and/or adopt specifications. 4. Implement procurement in collaboration with HT procurement teams 5. Undertake bid evaluations and recommendations 6. Monitor expenditure profile, report deviations and implement remedial actions.
Effective and Efficient Commissioning of equipment	<ol style="list-style-type: none"> 1. Prepare detailed commissioning plans for installation of medical equipment. 2. Evaluate commissioning plans based on changes in the institutional environment. 3. Validate that training for new equipment was successfully completed. 4. Manage the handover of new installations to users. 5. Address asset management objectives related to each project 6. Validate receipt of equipment. 7. Validate receipt of all documentation including manuals, guarantees, and warranties. 8. Assess functionality of equipment. 9. Interact with all role-players to update the equipment lists.
Perform administrative requirements of defined HT projects and HT deliverables	<ol style="list-style-type: none"> 1. Prepare monthly, quarterly and annual reports on performance of the projects. 2. Determine and submit HT projects in line with APP and provincial strategic objectives. 3. Compile and submit annual and MTEF budget requirements 4. Interact with all relevant role-players to ensure the timely delivery of defined HT projects.

KEY RESULT AREAS	KEY ACTIVITIES
People Management [for contract posts if applicable].	<ol style="list-style-type: none"> 1. Allocate and control allocation of work. 2. Address office, storage space and related equipment needs. 3. Maintain discipline. 4. Develop and issue Standard Operating Procedures. 5. Manage human resources. 6. Determine human resources needs. 7. Develop human resources. 8. Deal with vacancies. 9. Manage performance. 10. Deal with health and wellbeing of personnel.

COMMUNICATION AND WORK RELATIONS:

Contacts: Head Office Components
Health Districts and Health Facilities
Relevant Health Stakeholder Forums
Provincial Treasury
Health Service Providers
National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours per week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Diploma in Nursing or related Medical field or Electrical or Mechanical or Clinical Engineering. ▪ Experience in medical field, clinical engineering, functioning of medical equipment and the application of health technologies and the interface between medical equipment and patients including outputs and measurements. 	<ul style="list-style-type: none"> ▪ Post-graduate qualification in management

COMPETENCIES	ESSENTIAL	DESIRABLE
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 3 – 5 year’s post qualification experience. 	
KNOWLEDGE	<p>PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p> <p>Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.</p> <p>Health Act and Regulations, Act 61 of 2003.</p>	<p>Intergovernmental Fiscal Relations Act of 1997.</p> <p>Intergovernmental Framework Act of 2005.</p>

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Director [requires degree].

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DEPUTY DIRECTOR POLICIES AND SYSTEMS

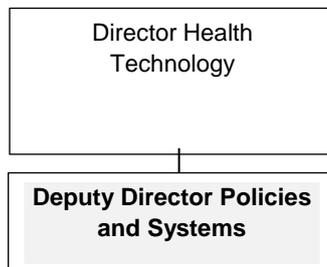
PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE MMS
POST LEVEL/SALARY RANGE 11
REMUNERATION
LOCATION
COMPONENT DIRECTORATE: HEALTH TECHNOLOGY
REPORTS TO DIRECTOR HEALTH TECHNOLOGY

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To determine policies, systems and standards for health technology services.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF AS PER ORGANOGRAM
EQUIPMENT

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Policy Development and Standard Operating Procedures for maintenance of medical equipment	<ol style="list-style-type: none">1. Undertake a needs analysis to determine the policy and procedures that are required to maintain medical equipment.2. Undertake local and international research on the policy imperatives required for the maintenance of medical equipment and review relevant research findings.3. Determine the standards for the maintenance of medical equipment.4. Validate the gap between existing practices of medical equipment maintenance and the desired standards.5. Develop financial and health service delivery models to cost the gap analysis from a cost and an optimum healthcare perspective.6. Consult with Senior Managers in National and Provincial Health and Chief Executive Officers of Hospitals.7. Consult with private sector stakeholders and suppliers.8. Prepare policies.9. Prepare standard operating procedures10. Prepare risk assessments and risk mitigation strategies.11. Update policies and standard and standard operating procedures based on changes in the institutional, technical and healthcare environment.
Operationalisation of Medical Equipment Maintenance policies and Standard Operating Procedures	<ol style="list-style-type: none">1. Develop and update a project management plan to roll out the policy and standard operating procedures for the maintenance of medical equipment.2. Consult with Chief Executive Officers of Hospitals and District Managers.3. Design training programmes for internal personnel and for the suppliers of medical equipment to the Province.4. Present training modules.5. Design monitoring and reporting system.6. Implement monitoring and reporting system.7. Prepare high level management reports on compliance for Internal Audit, Accounting Officer, Chief Executive Officers and Health Portfolio Committees.
Norms, standards and system for adverse event reporting	<ol style="list-style-type: none">1. Undertake a needs analysis to determine the norms, standards and system for adverse event reporting.

KEY RESULT AREAS	KEY ACTIVITIES
	<ol style="list-style-type: none"> 2. Undertake local and international research on the policy imperatives required for adverse event reporting and review relevant research findings. 3. Determine the standards and norms for adverse event case management. 4. Validate the gap between existing practices of adverse event reporting and the desired standards. 5. Consult with Senior Managers in National and Provincial Health and Chief Executive Officers of Hospitals. 6. Determine final norms and standards. 7. Design the system for adverse event reporting. 8. Design and update a quality improvement plan. 9. Prepare standard operating procedures 10. Prepare risk assessments and risk mitigation strategies. 11. Update norms, standards and standard operating procedures based on changes in the institutional, technical and healthcare environment.
<p>Operationalisation of System for Adverse Event Reporting</p>	<ol style="list-style-type: none"> 1. Develop and update a project management plan to roll out the norms, standards and system for Adverse Event Reporting. 2. Consult with Chief Executive Officers of Hospitals and District Managers. 3. Design training programmes for internal personnel and for the implementation of the Adverse Event Reporting System. 4. Present training modules. 5. Design monitoring and reporting system. 6. Implement monitoring and reporting system. 7. Prepare high level management reports on compliance for Internal Audit, Accounting Officer, Chief Executive Officers and Health Portfolio Committees.
<p>Standards and Procedures for utilisation of medical equipment</p>	<ol style="list-style-type: none"> 1. Undertake a needs analysis to determine the policy and procedures that are required for use of medical equipment by in-house personnel, Service Vendors and Purchased Vendors. 2. Undertake local and international research on the policy imperatives required compliance buy public and private sectors. 3. Determine the standards for compliance. 4. Validate the gap between existing practices and the desired standards. 5. Consult with Senior Managers in National and Provincial Health and Chief Executive Officers of Hospitals. 6. Consult with private sector stakeholders and

KEY RESULT AREAS	KEY ACTIVITIES
	<p>suppliers.</p> <ol style="list-style-type: none"> 7. Prepare policies. 8. Prepare standard operating procedures 9. Prepare risk assessments and risk mitigation strategies. 10. Update policies and standard and standard operating procedures based on changes in the institutional, technical and healthcare environment.
<p>Operationalisation of standard norms and procedures applicable for the use of medical equipment by the public and private sectors</p>	<ol style="list-style-type: none"> 1. Develop and update a project management plan to roll out uniform standards and procedures for the use of medical equipment in all Health Facilities in Province applicable to public and private sectors. 2. Consult with Chief Executive Officers of Hospitals and District Managers. 3. Design training programmes for internal personnel and for the implementation of uniform standards for the use of medical equipment. 4. Present training modules to employees in the Department and the Private Sector. 5. Design monitoring and reporting system. 6. Implement monitoring and reporting system. 7. Prepare high level management reports on compliance for Internal Audit, Accounting Officer, Chief Executive Officers and Health Portfolio Committees.
<p>Strategic Guidance on Procurement of Medical Equipment to Chief Executive Officers and Departmental Supply Chain Management</p>	<ol style="list-style-type: none"> 1. Preparation of technical specifications for the procurement of medical equipment aligned to international and national standards. 2. Provide technical guidance to Departmental Supply Chain Management on the establishment of appropriate buy-out modalities such as term or framework contracts to be used by the Provincial Department of Health for the procurement of medical equipment. 3. Develop models that are providing the optimum value for money for the Department in terms of modalities for the procurement of medical equipment. 4. Develop policy guidelines for Departmental Supply Chain Management on the appropriate options for purchasing of medical equipment. 5. Design and implement assessments to ascertain the gap analysis between the supply and optimal use of medical equipment. 6. Provide assessment results to Departmental Supply Chain Management to improve the efficiency and effectiveness of supply of medical equipment to the Department.

COMMUNICATION AND WORK RELATIONS:

Contacts: Head Office Components
Health Districts and Health Facilities
Relevant Health Stakeholder Forums
Provincial Treasury
Health Service Providers
National Department of Health

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 hours per week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none">▪ Diploma in Nursing or related Medical field or Electrical or Mechanical or Clinical Engineering.▪ Valid Driver's licence.▪ Computer Literate.	
RELEVANT EXPERIENCE	<ul style="list-style-type: none">▪ Extensive experience in clinical engineering and medical equipment policy, procedural and system modalities. [Minimum of 5 years post qualification].	
KNOWLEDGE	PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations.	Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005.

COMPETENCIES	ESSENTIAL	DESIRABLE
	Public Service Act of 1994 and Regulations of 2001. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Director [requires degree].

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DEPUTY DIRECTOR OPERATIONS

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE MMS

POST LEVEL/SALARY RANGE 11

REMUNERATION

LOCATION

COMPONENT DIRECTORATE: HEALTH TECHNOLOGY

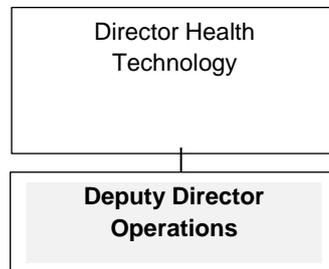
REPORTS TO DIRECTOR HEALTH TECHNOLOGY

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To coordinate maintenance and manage Facility Maintenance Hubs.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF AS PER ORGANOGRAM
EQUIPMENT

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Diploma in Electrical or Mechanical or Clinical Engineering. ▪ Valid Driver's licence. ▪ Computer Literate. 	<ul style="list-style-type: none"> ▪ Registered as a Professional Engineering Technician with ECSA.
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Extensive experience in clinical engineering and maintenance models for medical equipment [Minimum of 3 - 5 year's post qualification]. 	
KNOWLEDGE	<p>PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p> <p>Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.</p> <p>Health Act and Regulations, Act 61 of 2003.</p>	<p>Intergovernmental Fiscal Relations Act of 1997.</p> <p>Intergovernmental Framework Act of 2005.</p>

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Director [requires degree].

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

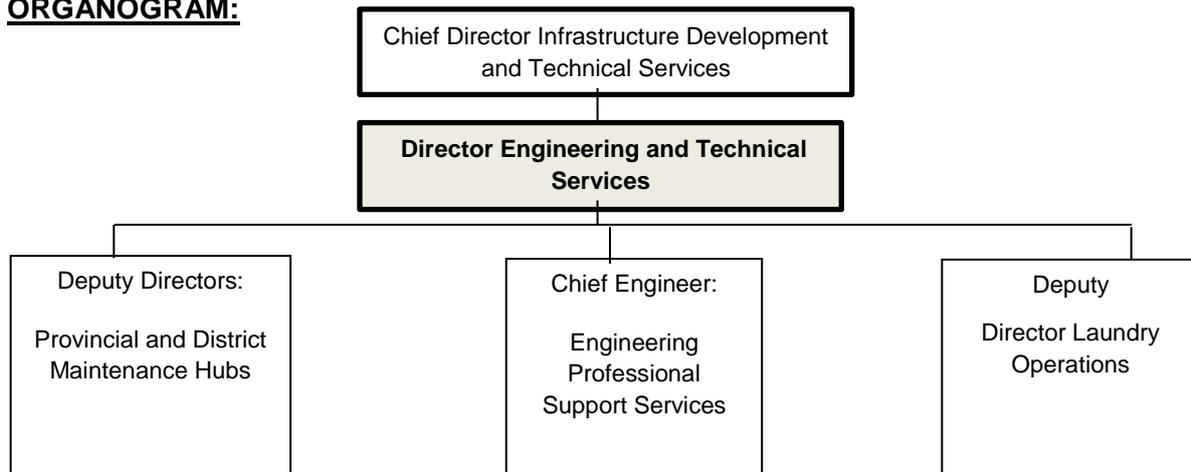
JOB TITLE	DIRECTOR ENGINEERING AND TECHNICAL SERVICES
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	SMS
POST LEVEL/SALARY RANGE	LEVEL 13
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE ENGINEERING AND TECHNICAL SERVICES
REPORT TO	CHIEF DIRECTOR INFRASTRUCTURE DEVELOPMENT AND TECHNICAL SERVICES

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION:	DATE REVIEWED:
JOB ANALYST:	REVIEWED BY:
	APPROVED BY:
EQUATE ID NUMBER:	DATE APPROVED:
	FILE NUMBER:
	DATE FOR NEXT REVIEW:

JOB PURPOSE:

To provide for the effective and efficient management of the maintenance of Healthcare Facilities, laundries, utilities, other infrastructure and the related technical support services that sustain an enabling environment for healthcare delivery in a cost effective manner.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Manage the maintenance of health facilities, utilities and infrastructure	<ol style="list-style-type: none">1. Determine the inputs for the scheduled and preventative maintenance plans/strategies including conceptual planning for scheduled maintenance.2. Determine the inputs to Health Facilities in terms of day-to-day maintenance.3. Provide inputs in terms of targets and indicators for infrastructure maintenance to the Directorate Infrastructure Programme Delivery.4. Coordinate and monitor the implementation of the maintenance plans.5. Monitor the implementation of the day-to-day and preventative maintenance.6. Monitor the resolving of emergency breakdowns.7. Determine specifications and oversee procurement of technical equipment and supplies in consultation with Health Facilities.8. Manage the research and analysis of maintenance information.9. Provide inputs to Health Facilities in terms of planning for disposals of related equipment.10. Manage the monitoring and evaluation of deployed technology.
Manage the provision of professional engineering services and providing support to the Chief Directorate and Health Facilities	<ol style="list-style-type: none">1. Manage the research of maintenance technologies.2. Monitor and promote the effective utilisation of utilities and provide feedback to the Directorate: Planning.3. Provide inputs to the Directorate Infrastructure Planning in terms of setting functional and technical norms and standards.4. Develop guidelines for the maintenance of Health Facilities in close consultation with the Directorate Infrastructure Planning.5. Determine detailed maintenance and supply specifications for procurement for day-to-day maintenance, emergency maintenance, minor capital and major equipment installations based

	<p>on the standardised specifications provided by Directorate Infrastructure Planning.</p> <ol style="list-style-type: none"> 6. Update the databank of standard specifications. 7. Make input to the procurement process for day-to-day, emergency and routine/preventative maintenance. 8. Oversee the implementation of the provisions of the Occupational Health and Safety Act related to equipment safety in Health Facilities [compliance].
Manage the provision of linen and laundry services to Health Facilities	<ol style="list-style-type: none"> 1. Report on the provision of cost effective, efficient and quality of linen and laundry service to Health Facilities 2. Report on the inventory and stock control of linen. 3. Report on risks associated with the rendering of laundry services. 4. Report on outsourced contracts. 5. Report on the provision of cost effective, efficient and quality of linen and laundry service to Health Facilities 6. Report on the inventory and stock control of linen. 7. Report on risks associated with the rendering of laundry services. 8. Report on outsourced contracts.
Manage the acquisition and deployment of maintenance resources	<ol style="list-style-type: none"> 1. Capacitate Maintenance Hubs. 2. Effective and efficient functioning of Provincial, District and Facility Maintenance Hubs. 3. Monitor and evaluate the functioning of the Maintenance Hubs. 4. Manage the establishment and updating of maintenance strategy and system focusing on day-to-day, routine/preventative and emergency maintenance.
Compliance of the provisions of the occupational Health and Safety Act [OHS] related to equipment and effective waste management	<ol style="list-style-type: none"> 1. Report on the establishment of the statutory structures as required in terms of the Act. 2. Report on OHS training interventions at all Health Facilities in terms of equipment. 3. Monitor compliance of equipment with the OHS Act in all Health Facilities. 4. Approve waste management policies and procedures.
Manage healthcare infrastructure risk and quality improvement programme	<ol style="list-style-type: none"> 1. Provide inputs to policies, norms, standards and procedures to the

	<p>Directorate Infrastructure Planning.</p> <ol style="list-style-type: none"> 2. Manage the overall provision of training of users and engineering/technical staff on policies. 3. Approve the quality improvement plan. 4. Approve the risk management plan. [Including adverse events].
Financial Management	<ol style="list-style-type: none"> 1. Use of funds in the directorate effectively, efficiently and in compliance with Public Finance Management Act. 2. Procurement management in terms of evaluation and adjudication of tenders.
Strategic Management	<ol style="list-style-type: none"> 1. Engineering Directorate aligned its core business to that of the Chief Directorate. 2. Engineering staff in the Directorate understands their roles and responsibilities.
People Management	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Relevant Health Stakeholder Forums
- Implementing Agents
- Provincial Public Works
- Provincial Treasury
- Health Service Providers
- National Department of Health

Contractors
Professional Service Providers
Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Civil/Structural or Electrical/Mechanical Engineering. ▪ Valid Drivers' Licence. ▪ Computer literate. 	<ul style="list-style-type: none"> ▪ Registered as a Professional Engineer with ECSA.
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience in health care engineering. ▪ 6 – 8 Years post qualification experience. ▪ 5 Years' middle management experience. 	
KNOWLEDGE	<p>PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>Hazardous Substances Act 15 of 1973.</p> <p>Occupational Health and Safety Act of 1993.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p>	

COMPETENCE	ESSENTIAL	DESIRABLE
	Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003. Project and Construction Management Professions Act of 2000. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. Competence Standards for Construction Procurement as issued by CIDB.	
MANAGEMENT COMPETENCE	<ul style="list-style-type: none"> ▪ Refer to dpsa SMS Competence Framework 	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Chief Director.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DEPUTY DIRECTOR : MAINTENANCE

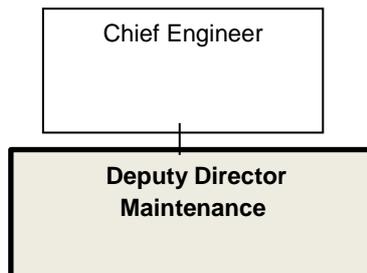
PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE MMS
POST LEVEL/SALARY RANGE 11
REMUNERATION
LOCATION
COMPONENT DIRECTORATE ENGINEERING AND
TECHNICAL SERVICES
REPORTS TO CHIEF ENGINEER

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:

JOB PURPOSE:

To perform and manage technical services and support in engineering research, design, manufacturing, operations and maintenance.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Manage technical services	<ol style="list-style-type: none">1. Manage technical services, workshops and technical office activities in conjunction with engineering manager.2. Validate safety in line with statutory and regulatory requirements.3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology.4. Implement quality assurance of technical designs with specifications and authorise/make recommendations for approval by relevant authority.
Design and manage maintenance strategy and system. [Only day-to-day, emergency and routine/preventive maintenance]	<ol style="list-style-type: none">1. Develop the maintenance strategy for Department.2. Design the maintenance management system.3. Roll out the maintenance system at all Maintenance Hubs.4. Interpret the quality of maintenance data.5. Monitor alignment of maintenance plans.6. Provide training to users on the maintenance system.7. Improve the functioning of the maintenance system as and when required.
Research and development	<ol style="list-style-type: none">1. Continuous professional development to keep up with new technologies and procedure.2. Research/literature studies on technical engineering technology to improve expertise.3. Liaise with relevant bodies and councils on engineering related matters.
Perform inspections and provide transversal technical guidance and advice to Health Facilities within the Province	<ol style="list-style-type: none">1. Validate compliance with guidelines and policies.2. Guide the development of maintenance plans by Maintenance Hubs.3. Validate the resolving of emergency breakdowns.4. Oversee, plan and control the performance of day-to-day, routine/preventative and emergency maintenance at healthcare facilities.
Financial Management	<ol style="list-style-type: none">1. Sound management of funds in compliance with financial prescripts.2. Implement financial control systems.3. Allocate, control and monitor expenditure according to budget to

KEY RESULT AREAS	KEY ACTIVITIES
	achieve efficient cash flow management. 4. Report on expenditure.
People Management	<ol style="list-style-type: none"> 1. Maintain discipline. 2. Manage performance and development of development of employees. 3. Undertake human resources and other related administrative functions. 4. Establish and maintain effective and efficient communication arrangements. 5. Develop and manage the operational plan. 6. Plan and allocate work. 7. Develop and implement processes to promote control of work. 8. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Relevant Health Stakeholder Forums
- Implementing Agents
- Provincial Public Works
- Provincial Treasury
- Health Service Providers
- National Department of Health
- Contractors
- Professional Service Providers
- Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree or Diploma in Engineering. ▪ Valid Drivers' Licence. ▪ Computer literate. 	Registered as a Professional Engineering Technician with ECSA.
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Experience in health care engineering. ▪ 3 - 5 Years' experience post 	

COMPETENCIES	ESSENTIAL	DESIRABLE
	qualification.	
KNOWLEDGE	<p>PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>Hazardous Substances Act 15 of 1973.</p> <p>Occupational Health and Safety Act of 1993.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>Engineering Profession Act of 2000.</p> <p>Competence Standards for Construction Procurement as issued by CIDB.</p>	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Director [require Degree in Engineering].

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE CHIEF ENGINEER: ELECTRICAL OR MECHANICAL

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE OSD

POST LEVEL/SALARY RANGE GRADE A

REMUNERATION

LOCATION

COMPONENT DIRECTORATE ENGINEERING AND TECHNICAL SERVICES

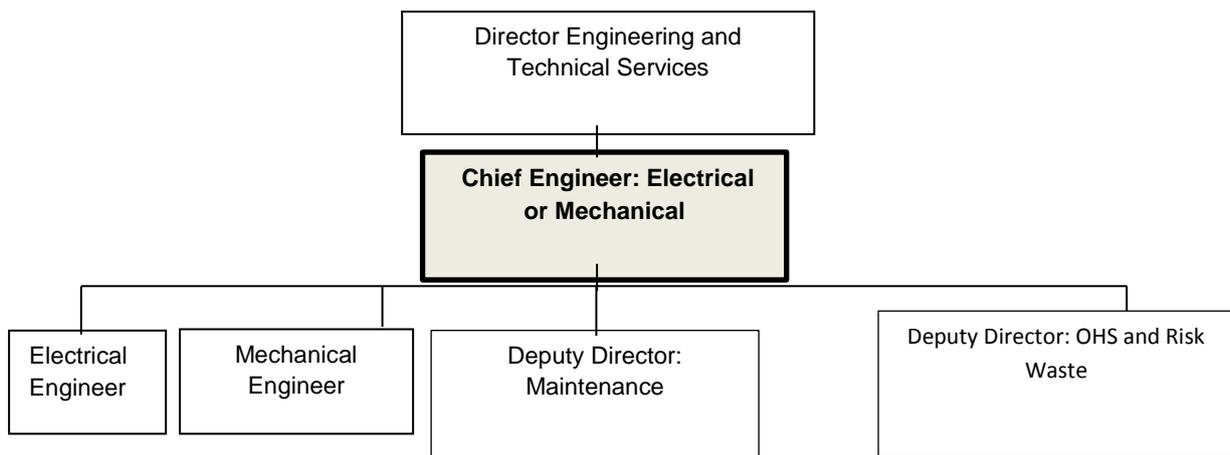
REPORTS TO DIRECTOR ENGINEERING AND TECHNICAL SERVICES

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION:	DATE REVIEWED:
JOB ANALYST:	REVIEWED BY:
EQUATE ID NUMBER:	APPROVED BY:
	DATE APPROVED:
	FILE NUMBER:
	DATE FOR NEXT REVIEW:

JOB PURPOSE:

To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications and provide strategic direction in the process.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESPONSIBILITY AREAS	KEY ACTIVITIES
Engineering design and analysis effectiveness	<ol style="list-style-type: none">1. Perform final review and approvals of audits on new engineering designs according to design principles or theory.2. Research the needs of the relevant health institutions.3. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.4. Monitoring of current deployed technology.5. Pioneering of new engineering services and management methods.
Maintain engineering services and management methods	<ol style="list-style-type: none">1. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources.2. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability.3. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives.
Effective Engineering Services	<ol style="list-style-type: none">1. Allocate, control, monitor and report on all resources.2. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements.3. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks.4. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment.5. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.
Effective project management	<ol style="list-style-type: none">1. Manage the availability and

KEY RESPONSIBILITY AREAS	KEY ACTIVITIES
	<p>management of funds to meet the MTEF objectives within the engineering environment/services.</p> <ol style="list-style-type: none"> 2. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. 3. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. 4. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management.
<p>Compliance of the provisions of the occupational Health and Safety Act [OHS] related to equipment and effective waste management</p>	<ol style="list-style-type: none"> 1. Assist with the establishment of the statutory structures as required in terms of the Act. 2. Monitor OHS training interventions at all Health Facilities in terms of equipment. 3. Monitor compliance of equipment with the OHS Act in all Health Facilities. 4. Monitor training and related activities. 5. Monitor safety audits. 6. Monitor waste management policies and procedures. 7. Monitor effective implementation of waste management and compliance with legislative requirements.
<p>Research and Development</p>	<ol style="list-style-type: none"> 1. Continuous professional development to keep up with new technologies and procedure. 2. Research/literature studies on technical engineering technology to improve expertise. 3. Liaise with relevant bodies and councils on engineering related matters.
<p>People Management</p>	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work

KEY RESPONSIBILITY AREAS	KEY ACTIVITIES
	delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Relevant Health Stakeholder Forums
- Implementing Agents
- Provincial Public Works
- Provincial Treasury
- Health Service Providers
- National Department of Health
- Contractors
- Professional Service Providers
- Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Engineering Degree. ▪ Registration with ECSA as a Professional Engineer. [Electrical or Mechanical]. ▪ Valid Drivers' Licence. ▪ Computer literate. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 6 Years' experience post qualification. 	
KNOWLEDGE	<p>PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>Hazardous Substances Act 15 of 1973.</p> <p>Occupational Health and Safety</p>	

COMPETENCE	ESSENTIAL	DESIRABLE
	Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000. Competence Standards for Construction Procurement as issued by CIDB.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE ENGINEER: ELECTRICAL AND MECHANICAL

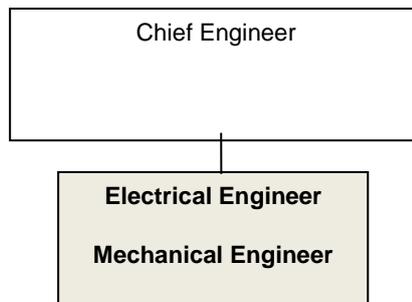
PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE OSD
POST LEVEL/SALARY RANGE PRODUCTION LEVEL
REMUNERATION
LOCATION
COMPONENT DIRECTORATE ENGINEERING AND TECHNICAL SERVICES
REPORTS TO CHIEF ENGINEER

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:

JOB PRUPOSE:

To perform and manage all aspects of varied innovative and complex engineering activities that result in progress in technology and engineering applications.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Engineering design and analysis effectiveness	<ol style="list-style-type: none">1. Perform final review and approvals of audits on new engineering designs according to design principles or theory.2. Research the needs of the relevant health institutions.3. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.4. Monitoring of current deployed technology.5. Pioneering of new engineering services and management methods.
Maintain engineering services and management methods	<ol style="list-style-type: none">1. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources.2. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability.3. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives.
Effective Engineering Services	<ol style="list-style-type: none">1. Allocate, control, monitor and report on all resources.2. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements.3. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks.4. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment.5. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.
Effective and efficient project	<ol style="list-style-type: none">1. Manage the operational capital project

KEY RESULT AREAS	KEY ACTIVITIES
implementation	<p>portfolio for the operation to ensure effective resourcing according to organizational needs and objectives.</p> <p>2. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles.</p>
Research and Development	<p>1. Continuous professional development to keep up with new technologies and procedure.</p> <p>2. Research/literature studies on technical engineering technology to improve expertise.</p> <p>3. Liaise with relevant bodies and councils on engineering related matters.</p>

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Relevant Health Stakeholder Forums
- Implementing Agents
- Provincial Public Works
- Provincial Treasury
- Health Service Providers
- National Department of Health
- Contractors
- Professional Service Providers
- Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Engineering. ▪ Registration with ECSA as a Professional Engineer. [Electrical or Mechanical] ▪ Valid Drivers' Licence. ▪ Computer literate. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Three years' experience post qualification. 	
KNOWLEDGE	Hazardous Substances Act 15	

	of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE DEPUTY DIRECTOR OCCUPATIONAL HEALTH AND SAFETY

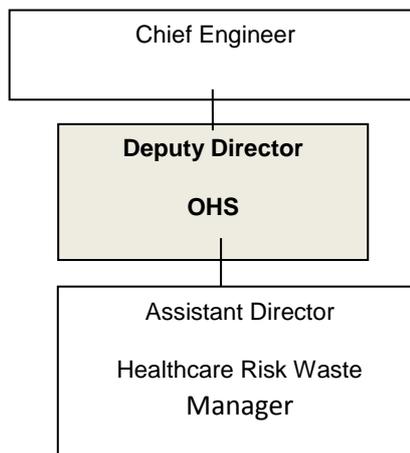
PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE MMS
POST LEVEL/SALARY RANGE Level 11
REMUNERATION
LOCATION
COMPONENT DIRECTORATE ENGINEERING AND TECHNICAL SERVICES
REPORTS TO CHIEF ENGINEER

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:

JOB PURPOSE:

To maintain a safe environment in Health Facilities in line with the Occupational Health and Safety Act and related legislation in terms of Waste Management.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Strategic Management of Occupational and Equipment Safety in Health Facilities in collaboration with Engineering and Professional Services</p>	<ol style="list-style-type: none"> 1. Develop measures to implement the requirements of the Occupational Health and Safety Act 2. Develop and assist in implementing plans to deal with natural perils and disasters i.e. contingency plans, emergency procedures, evacuation. 3. Conduct continuous impact analysis with the view to pro-actively stimulate the management of risks [e.g. Signs to prevent injury on duty].
<p>Maintain compliance with the Occupational Health & Safety [OHS] Act at all Health Facilities</p>	<ol style="list-style-type: none"> 1. Assist Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters. 2. Perform regular compliance inspections and audits at Health Facilities [regular safety audits]. 3. Conduct and/or arrange investigations into incidents and recommend mitigation measures to prevent recurrence.
<p>Manage and provide training as required by the OHS Act</p>	<ol style="list-style-type: none"> 1. Promote organisational awareness, structure and a culture of commitment to health and safety. 2. Design information media to stimulate awareness of health and safety. 3. Educate management and workers regarding the OHS Act as well as the interpretation thereof. 4. Oversee establishment of Health and Safety Committees at various Health Facilities.
<p>Effective Health Care Risk Waste Management</p>	<ol style="list-style-type: none"> 1. Approved strategic framework for medical waste handling, transport and disposal. 2. Compliance by all Health Facilities with legislation. 3. Effective monitoring and recording system. 4. Effective training programme for healthcare personnel who handle medical waste at healthcare facilities. Healthcare Risk Waste advisory service institutionalised.
<p>Financial Management</p>	<ol style="list-style-type: none"> 1. Direct the sound management of funds in compliance with financial prescripts. 2. Effective procurement for medical waste disposal contracts. 3. Allocate, control and monitor

KEY RESULT AREAS	KEY ACTIVITIES
	<p>expenditure according to budget to ensure efficient cash flow management.</p> <p>4. Report on expenditure.</p>
People Management	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. <p>Serve on transversal task teams as required.</p>

COMMUNICATION AND WORK RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities
Relevant Health Stakeholder Forums
Health Service Providers

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with Low level delegations.
Working hours: 40 Hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ Degree or Diploma in Environmental Health, Engineering or Relevant Field. ▪ Valid Drivers' Licence. ▪ Computer literate. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 3 – 5 year's post qualification experience. 	
KNOWLEDGE	PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.	

COMPETENCE	ESSENTIAL	DESIRABLE
	Provincial/Departmental Supply Chain Management Policies. Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Health Act and Regulations, Act 61 of 2003.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Director Engineering and Technical Services [require a Degree in Engineering].

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE CONTROL ENGINEERING TECHNICIAN

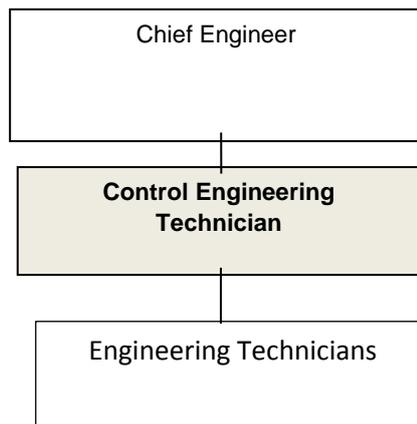
PERSAL COMPONENT CODE
POST NUMBER
CURRENT JOBHOLDER
CORE OSD
POST LEVEL/SALARY RANGE GRADE A
REMUNERATION
LOCATION
COMPONENT DIRECTORATE ENGINEERING AND
TECHNICAL SERVICES
REPORTS TO CHIEF ENGINEER

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:

JOB PURPOSE:

To render technical services and support in terms of the management of Service Providers responsible for the maintenance of lifts and manage the analysis of information on the use of utilities.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Engineering norms and standards for lifts	<ol style="list-style-type: none">1. Determine the engineering norms and standards for lifts required in terms of legal requirements including regulations.2. Provide the engineering norms and standards to the Implementing Agent responsible for procurement of Service Providers.3. Review the engineering norms and standards for lifts based on legislative changes and/or changes in terms the institutional environment.4. Update norms and standards for lifts as and when required.5. Assess needs of Health Facilities.6. Provide needs assessment for maintenance of lifts to the Implementing Agent.
Inspections of existing lifts	<ol style="list-style-type: none">1. Undertake inspections of lifts to validate quality of performance of Service Providers in terms of maintenance contracts.2. Make recommendations related to non-performance in terms of maintenance contracts.3. Report all repairs for lifts.4. Keep records of condition of lifts.5. Monitor repairs of lifts on a monthly basis.6. Report non-compliance.
Installations of new lifts	<ol style="list-style-type: none">1. Investigate all new lift installations and equipment to validate compliance with the Occupational Health and Safety Act and the Engineering Regulations issued in terms of the Act.2. Prepare a report for all investigations.3. Make proposals and design work for solutions, where required.4. Make recommendations on effectiveness of corrective measures.5. Make recommendations for non-payment of Service Providers until work is completed to the required standards.6. Report non-compliance.
Framework/Term Contracts for Lifts	<ol style="list-style-type: none">1. Assess reports on completion of lift inspections.2. Make recommendation for the work to be implemented to the Head Office.3. Once approval has been received from Head Office, interact with the Service

Relevant Health Stakeholder Forums
 Implementing Agents
 Provincial Public Works
 Provincial Treasury
 Health Service Providers
 National Department of Health
 Contractors
 Professional Service Providers
 Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
 Regular interaction with low level delegations.
 Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ National Diploma in Engineering or equivalent relevant qualification. ▪ Registration with ECSA as a Professional Engineering Technician. [Electrical or Mechanical] ▪ Valid Drivers' Licence. ▪ Computer literate. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Six years' experience post qualification. 	
KNOWLEDGE	<p>Hazardous Substances Act 15 of 1973.</p> <p>Occupational Health and Safety Act of 1993.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>Engineering Profession Act of 2000.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Technical Services	<ol style="list-style-type: none">1. Assist the Engineer with technical activities.2. Promote safety in line with statutory and regulatory requirements.3. Evaluate existing maintenance technical manuals, standard drawings and procedures to incorporate new technology.4. Produce technical designs with specifications.
Engineering services and management methods	<ol style="list-style-type: none">1. Assist to manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources.2. Assist to set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability.3. Assist to monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives.
Use of Utilities	<ol style="list-style-type: none">1. Design and establish a system to collect credible data on the use of utilities by Health Facilities.2. Provide training to Administrative Clerk on collection of data.3. Validate usage and draft reports.4. Identify excessive usage.5. Investigate cases of excessive usage.6. Make recommendations on interventions to address excessive usage.
Effective Engineering Services for Projects and Programmes	<ol style="list-style-type: none">1. Assist to allocate, control, monitor and report on all resources.2. Assist to compile risk logs and manage significant risk according to sound risk management practice and organizational requirements.3. Assist to provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks.4. Assist to manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans,

KEY RESULT AREAS	KEY ACTIVITIES
	operational requirements and return on investment. 5. Assist to continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.
Administrative Functions	1. Provide inputs into the budgeting process as required. 2. Compile and submit reports as required. Provide and consolidate inputs to the technical engineering operational plan.
Research and Development	1. Continuous professional development to keep up with new technologies and procedure. 2. Research/literature studies on technical engineering technology to improve expertise. 3. Liaise with relevant bodies and councils on engineering related matters.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Health Facilities
- Relevant Health Stakeholder Forums
- Implementing Agents
- Provincial Public Works
- Health Service Providers
- Contractors
- Professional Service Providers
- Construction Industry Development Board

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ National Diploma in Engineering or equivalent relevant qualification. ▪ Registration with ECSA as a Professional Engineering Technician. [Mechanical or 	

	Electrical] <ul style="list-style-type: none"> ▪ Valid Drivers' Licence. ▪ Computer literate. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 3 Years' experience post qualification. 	
KNOWLEDGE	Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

As per the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and provisions of Occupational Specific Dispensation.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE	CHIEF WORKS INSPECTOR
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	PUBLIC SERVICE
POST LEVEL/SALARY RANGE	LEVEL 8
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE ENGINEERING AND TECHNICAL SERVICES
REPORTS TO	DEPUTY DIRECTOR OHS AND HEALTH RISK WASTE MANAGEMENT

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION:	DATE REVIEWED:
JOB ANALYST:	REVIEWED BY:
	APPROVED BY:
EQUATE ID NUMBER:	DATE APPROVED:
	FILE NUMBER:
	DATE FOR NEXT REVIEW:

JOB PURPOSE:

To manage the design and implementation of inspections of buildings and machinery to validate compliance with Occupational Health and Safety Requirements.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Maintain compliance with the Occupational Health & Safety [OHS] Act at all Health Facilities	<ol style="list-style-type: none">1. Provide technical inputs to Health Facilities to draw up specifications and monitor compliance by service providers regarding safety matters.2. Implement regular compliance inspections and audits at Health Facilities [regular safety audits].3. Conduct investigations into accidents.4. Make recommendations on mitigation measures to prevent recurrence of accidents.
Remedial Plans	<ol style="list-style-type: none">1. Manage the collection of relevant technical data and information regarding occupational health and safety of buildings and machinery.2. Manage the analysis of technical data.3. Make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with occupational health and safety requirements.4. Manage the development of plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards.5. Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at all Health Facilities.
OHS Training	<ol style="list-style-type: none">1. Make inputs to the design of training programmes on occupational health and safety.2. Develop a standard operating procedure for the implementation of occupational health and safety measures at Health Facilities to assist managers with monitoring and evaluation.3. Assist with the provision of training to employees at all Health Facilities in terms of legislative adherence with occupational health and safety related issues.4. Undertake independent validations to ascertain that employees at Health Facilities have adequate knowledge and skills on how to implement occupation

KEY RESULT AREAS	KEY ACTIVITIES
	health and safety measures.
Occupational Health and Safety Committees	<ol style="list-style-type: none"> 1. Determine the technical tasks required for performance by Occupational Health and Safety Committees. 2. Develop standard operating procedures manual to guide Occupational Health and Safety Committees with the implementation of technical tasks.
People Management	<ol style="list-style-type: none"> 1. Daily control of technical personnel. 2. Mentor and train personnel. 3. Attend to employee issues, health and wellbeing. 4. Keep attendance register. 5. Apply disciplinary code. 6. Attend meetings and implement decisions made.

COMMUNICATION AND WORK RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities
Relevant Health Stakeholder Forums
Implementing Agents
Provincial Public Works
Health Service Providers
Contractors

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ National Diploma in Building, Mechanical or Electrical or Equivalent or N3 with passed trade test or National Diploma in Engineering ▪ Valid Drivers' Licence. ▪ Computer literate. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 3 to 5 Years' experience post qualification. 	
KNOWLEDGE	Hazardous Substances Act 15 of 1973.	

	Occupational Health and Safety Act of 1993. Health Act and Regulations, Act 61 of 2003. Engineering Profession Act of 2000.	
--	---	--

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Control Works Inspector.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and years of experience.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

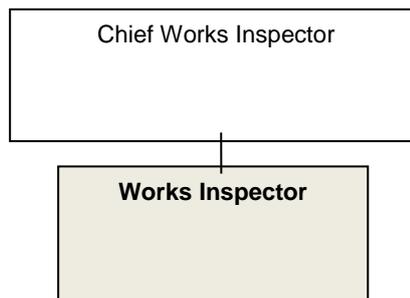
JOB TITLE	WORKS INSPECTOR
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	PUBLIC SERVICE
POST LEVEL/SALARY RANGE	LEVEL 6
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE ENGINEERING AND TECHNICAL SERVICES
REPORTS TO	CHIEF WORKS INSPECTOR

JOB EVALUATION	JOB REVIEWED
DATE OF EVALUATION:	DATE REVIEWED:
JOB ANALYST:	REVIEWED BY:
	APPROVED BY:
EQUATE ID NUMBER:	DATE APPROVED:
	FILE NUMBER:
	DATE FOR NEXT REVIEW:

JOB PURPOSE:

To implement inspections on compliance with the OHS legislation in terms of machinery or buildings at all Health Facilities and assist with the development and implementation of remedial plans.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
<p>Maintain compliance with the Occupational Health & Safety [OHS] Act at all Health Facilities</p>	<ol style="list-style-type: none"> 1. Implement regular compliance inspections and audits at Health Facilities [regular safety audits] to ascertain compliance with legislation in terms of the installation and use of machinery or buildings. 2. Validate compliance with OHS requirements in terms of private service providers when machinery are installed or maintenance are implemented of buildings 3. Prepare safety audit reports. 4. Provide feedback to managers at Health Facilities. 5. Assist manager at Health Facilities to implement recommendations contained in safety audit reports.
<p>Accident Investigations</p>	<ol style="list-style-type: none"> 1. Develop guidelines for implementing investigations for any accidents that might occur during the installation and/or use of machinery and/or use of buildings. 2. Conduct investigations into accidents. 3. Prepare accident investigation reports. 4. Make recommendations on mitigation measures to prevent recurrence of accidents. 5. Provide feedback to managers at Health Facilities. 6. Assist manager at Health Facilities to implement recommendations contained in safety audit reports.
<p>Remedial Plans</p>	<ol style="list-style-type: none"> 1. Manage the collection of relevant technical data and information regarding occupational health and safety of buildings and machinery. 2. Manage the analysis of technical data. 3. Make recommendations in terms of interventions required in terms of condition of buildings and or machinery that are compromising adherence with occupational health and safety requirements. 4. Manage the development of plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards. 5. Assist to implement plans to promote

KEY RESULT AREAS	KEY ACTIVITIES
	full compliance in terms of Occupational Health and Safety and Environmental Requirements at all Health Facilities.

COMMUNICATION AND WORK RELATIONS:

Contacts: Head Office Components
District Offices and Health Facilities
Relevant Health Stakeholder Forums
Implementing Agents
Provincial Public Works
Health Service Providers
Contractors

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCE	ESSENTIAL	DESIRABLE
HEALTH AND TRAINING	<ul style="list-style-type: none"> ▪ National Diploma in Building, Mechanical or Electrical or Equivalent or N3 with passed trade test or National Diploma in Engineering ▪ Valid Drivers' Licence. ▪ Computer literate. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ 1 Years' experience post qualification. 	
KNOWLEDGE	<p>Hazardous Substances Act 15 of 1973.</p> <p>Occupational Health and Safety Act of 1993.</p> <p>Health Act and Regulations, Act 61 of 2003.</p> <p>Engineering Profession Act of 2000.</p>	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Chief Works Inspector.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment and years of experience.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE