

**POST** : **GENERAL MANAGER: GOVERNANCE**

**REF. NO.** : **CSL 10 / 2009**

**CENTRE** : **PIETERMARITZBURG**

An all-inclusive remuneration package of **R 746 181 per annum** is payable to the successful candidate. The package includes a basic salary of (60 % of package) and a flexible portion (40 % of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to a security clearance and the signing of a performance agreement within three months of appointment

**POST REQUIREMENTS:** A Tertiary qualification in Public Administration/Relevant Social Sciences/Law with strong Public Administration background, Financial Management, Project Management, as well as minimum of **five** years' senior managerial experience. A Valid driver's licence. Extensive knowledge of and experience in the Public Service will be an advantage. Applicants must be prepared to work extended hours.

**KNOWLEDGE, SKILL AND COMPETENCIES:** Extensive knowledge of the Public Service Act and Regulations, the Constitution, South African Police Act, policies and procedures, Labour Relations Act, PFMA, National Crime Prevention Strategy, Civilian Oversight mechanisms, Community Policing Regulations, the Justice System, and all other related Acts and Policies, Strong leadership, Strategy and policy formulation, Proven skills in Financial Management and Human Resource Management, Investigation and analytical skills, Research and professional report writing, Presentation and facilitation skills, Computer literacy, Risk analysis and control skills, Problem solving and conflict management, Excellent communication skills, Project management.

**KEY RESPONSIBILITIES:** Facilitate synergy and monitor progress of the department in delivering on its strategy and continuously improving quality of operations. Manage cross-cutting issues on a day to day basis and co-ordinate operational activities of the Department and advise HOD on operational matters that may require his/her intervention. Ensure the implementation of strategic priorities and corporate governance in the Department. Provide strategic direction, control and management of the special projects and inter-sectoral collaboration directorate. Provide strategic direction, control and management of the legal administration support services within the department. Ensure the effective provision and utilisation of human and financial resources of the Chief Directorate. Manage ad hoc and ongoing projects such as the Volunteer Social Crime Prevention Project. Participate in the strategic planning process, including the development and implementation of a strategic plan and operational plans for the Department. Contribute to communication forums with communities and police, including various chairing roles; Networking with all stakeholders (ensuring correct procedures and protocols are adhered to). Liaising with cabinet members responsible for the policing with respect to crime and implementation of recommendations. Facilitating the implementation of provincial policy and adherence to National standards. Constant guidance and support of staff in the field. Monitoring the performance management system; Monthly, quarterly and annual reports. Liaison with officials from various departments and services at the highest level; Providing adequate physical facilities for the Chief Directorate. Management (encompassing planning, leading, organising and control) of three line function components at Directorate level, Analysis, evaluation, development and implementation of policies. Providing inputs into the budgeting process and managing the budget of the Chief Directorate. Monitoring the achievement of performance against agreed KPI's; Supervising and managing staff within the Chief Directorate. Ensure the provision training and development for staff. Complying with the provisions of all relevant legislation; Compiling and submitting monthly reports to the Head of Department.

**ENQUIRIES:** Mrs YE Bacus  
Telephone: 031 – 3606583 /6 or 033 - 3419300

**CLOSING DATE:** **7 August 2009**