

## Request for Quotation

**RFQ number:** IDT/HO/HRP/22/11/2023

**Description:** REQUEST FOR QUOTATION – JOB GRADING FOR HRP

**Closing date and time:** 24 NOVEMBER 2023 @ 12:00PM

**Submission of quotations:** All quotations must be submitted by email to [Quotations@idt.org.za](mailto:Quotations@idt.org.za) be submitted on or before the closing date and time stipulated above. All quotations received after the closing date and time will not be considered.

**Compulsory returnable documents** that must be submitted with the response for this quotation are the following:

1. National Treasury Central Supplier Database number MAAA\_\_\_\_\_
2. Name of Company \_\_\_\_\_
3. Unique SARS Tax Compliance Pin Number (submit valid letter)
4. Duly completed and signed: SDB 4 (**Bidder's Declaration**), attached in this RFQ document.
5. Duly completed and signed: SDB 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022), attached in this RFQ document.

### Compulsory returnable document: SBD 6.1

#### Source Documents to be submitted with the Bid or RFQ

*CIPC Document	(Company Registration Document will be required for verification (CIPC DOC))
*Woman	(Originally Certified ID Document)
*Youth	(Originally Certified ID Document)
*People with Disability	(Letter from the Dr. Confirming the Disability)
*Black Ownership	(Originally Certified ID Document)

Non-submission of Source documents will result in the allocation of zero points for specific goals



## INDEPENDENT DEVELOPMENT TRUST

### TERMS OF REFERENCE – JOB GRADING FOR HRP

#### 1. Background

The IDT is primarily responsible for social infrastructure development in the country, working with and on behalf of the Department of Public Works and Infrastructure and other partners

#### 2. Task Directive

Items	Description of goods and services	Quantity
	<b>JOB EVALUATION</b>	4
1.	<b>Portfolio Manager Contracts Management Job Profile</b>	
2.	<b>Handyman Job Profile</b>	
3.	<b>Performance Info Management Officer</b>  <b>Detailed Job Grading Report i.e Introduction, Methodology, Approach, Peromnes System Report Job Grading Report Findings, Peromnes Correlation System Points, Occupational level Factors used, Band, Factor and Score per Factor Points, Band, sub-grades, points per sub-grade and Conclusion.</b>	
4.	<b>Compliance Officer Job Profile</b>	

	<b>Total</b>		<b>R</b>
	<b>Vat where applicable @ 15%</b>		<b>R</b>
	<b>Total Cost</b>		<b>R</b>

#### Closing date and submission

Responses and proposal to the RFQ must be submitted via email to:

[Quotations@idt.org.za](mailto:Quotations@idt.org.za)

Service providers must quote the IDT a total price inclusive of VAT for the service that will be rendered, and the quoted price must be valid for at least thirty (30) days after the closing date of this Request for Quotation.

- All **SCM** queries related to this RFQ must be submitted in writing to: [Quotations@idt.org.za](mailto:Quotations@idt.org.za)
- All **Technical** related Queries must be directed in writing to: [Quotations@idt.org.za](mailto:Quotations@idt.org.za)

**NB:** No query shall be allowed 12 hours prior to the closing date and time of this Request for quotation.

***NB: The Independent Development Trust Reserve the right to withdraw or cancel this RFQ without prior notification to the respondent***

CONFIDENTIAL

**BIDDER'S DISCLOSURE****1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise, employed by the state?

YES / NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES / NO

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES / NO

2.3.1 If so, furnish particulars:

### **3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure.

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS	
PRICE	90	80
SPECIFIC GOALS	10	20
<b>TARGETED GROUP</b>		
Women 100% Ownership	3	6
Youth 100% Ownership	3	6
People with Disabilities 100% Ownership	2	4
Black Mail 100% Ownership	2	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 80/20 & \text{or} & 90/10 \\
 \hline
 P_S = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right) \text{ or} & & P_S = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}}\right)
 \end{array}$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

<b>80/20</b>	<b>or</b>	<b>90/10</b>
$P_S = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$ or		$P_S = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}}\right)$

Where

Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women 100% Ownership	3	6		
Youth 100% Ownership	3	6		
People with Disabilities 100% Ownership	2	4		
Black Male 100% Ownership	2	4		

#### Source Documents to be submitted with the Bid or RFQ

\*CIPC Document (Company Registration Document will be required for verification (CIPC DOC))  
\*Woman (Originally Certified ID Document)  
\*Youth (Originally Certified ID Document)  
\*People with Disability (Letter from the Dr. Confirming the Disability)  
\*Black Ownership (Originally Certified ID Document)

## DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

### 4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole proprietor
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

### SIGNATURE(S) OF TENDERER(S)

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....



## Independent Development Trust

### JOB DESCRIPTION

#### SECTION A: JOB INFORMATION SUMMARY

POST IDENTIFICATION	
Name of Job Holder:	Vacant
Job Title:	<i>Performance Information Management Officer (PIMO)</i>
PEROMNES Code:	PG
Post Level and Salary Code:	
Occupational Class Code:	Staff
Name of Component:	<b>Business Unit: PMSU</b> <b>Sub-Unit: Regional Operations</b>
Location:	Regions
Post Reports to:	<i>Regional General Manager (RGM)</i>
Date of appointment / entry into post:	

## SECTION B: JOB PURPOSE

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

To ensure proper performance information management and programme related documentation in the region is maintained and aligned with the organizational standards.

## SECTION C: KEY PERFORMANCE AREAS (KPAs) / MAIN OBJECTIVES

List the KPAs/main objectives in the order of priority that describe the scope of the job. They should as far as possible be SMART\*.

**\*S=SPECIFIC**

**M=MEASURABLE**

**A=ACHIEVABLE**

**R=REALISTIC**

**T=TIME BOUND**

<b>Key Performance Areas / MAIN OBJECTIVES</b>
• Provide Client, MANCO and EXCO reporting
• Conduct Internal performance management monitoring and reporting
• Coordinate Regional internal and external Audit readiness
• Conduct effective programme and project management monitoring and reporting
• Performance Management and Related systems (PMS)
• Participate in Regional Business Planning
• Monitor and Record keeping of regional programme and project compliance to the unit SOP

## SECTION E: INHERENT REQUIREMENTS OF THE JOB

KEY PERFORMANCE AREAS	KEY RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• <b>Provide Client, MANCO and EXCO reporting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that projects and programme files are updated with a view to assisting in terms of regular client reporting.</li> <li>• Ensure that copies of client's reports are filed to assist in better management of projects/programme performance information.</li> <li>• Draft and submit MANCO and EXCO reports on project/programme performance information</li> <li>• Ensure reporting templates developed on performance information are being utilised by the region</li> <li>• Track and report status of performance information within the region</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Conduct Internal performance management monitoring and reporting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Compile primary analysis using graphs and tables for the performance information trend analysis Regional report</li> <li>• Capture and verify the performance information data received from Portfolio / Programme Managers</li> <li>• Compile the Regional Monthly / Quarterly reports</li> <li>• Manage the Regional reporting administration, records centre / library</li> <li>• Take up a supporting role to the region on performance information management</li> <li>• Update the Regional Corporate &amp; Finance Manager (CFM) on the effectiveness of strategies adopted.</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor on a continuous basis the effective maintenance of the following:           <ul style="list-style-type: none"> <li>– Programme files</li> <li>– Project files</li> <li>– Performance information evidence files</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Coordinate Regional internal and external Audit readiness</b></li> </ul>	<ul style="list-style-type: none"> <li>• Keep a trail of all performance information evidence documents and provide information when needed.</li> <li>• Support administratively in the tracking and completion of audits in line with Audit plan</li> <li>• Assist with monitoring of responses to audit findings (both internal and external audits)</li> <li>• Assist with verification and filing of evidence of performance information to ensure audit readiness and accurate reporting</li> <li>• Assist with verification of performance information to ensure audit readiness and accurate reporting</li> <li>• Provide internal and external (AG) Regional Audit information coordination</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Conduct effective programme and project management monitoring and reporting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Review the performance information evidence file to ensure that the evidence is in line with the system description and to establish whether performance requirements, standards and guidelines are met</li> <li>• Facilitate, together with documents management, the collection of records for offsite storage / archive</li> <li>• Determine whether programme and project files are up to date and information is filed in terms of file checklists</li> <li>• For every project and programme loaded on the dashboard, assist in ensuring that reported figures are reconciled to supporting evidence as per the performance information evidence file and PEMS</li> </ul>

	<ul style="list-style-type: none"> <li>• Ongoing follow-up of dashboard reported figures against evidence</li> <li>• Ensure that project / programme files are maintained in terms of the programme file checklist</li> <li>• Assist with ensuring that project and programme files are regularly updated</li> <li>• Track and report status of files</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Performance Management Systems (PMS)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Assist the region in maintaining the electronic information system by ensuring that documents are timeously uploaded and complete</li> <li>• Monitor the effective utilisation of the Performance Management Systems (PMS)</li> <li>• Maintain the manual and electronic performance information management system</li> <li>• Monitor the performance information management systems (system description, target definitions; practice guidelines, accountability framework) and establish whether performance information management requirements are met</li> <li>• Monitor the effective utilisation of Performance Management System (PMS) particularly checking its reconciliation with information per project, programme and performance information evidence files.</li> <li>• Liaise with the Systems sub-unit regarding all matters relating to improvements in regional performance information reporting.</li> <li>• For every project and programme loaded on the dashboard, assist in ensuring that reported figures are reconciled to supporting evidence as per the performance information evidence file</li> <li>• Establish an electronic file plan in the system to be in line with all the reported achievements for programmes and projects</li> </ul>

<ul style="list-style-type: none"><li><b>Participate in Regional Business Planning</b></li></ul>	<ul style="list-style-type: none"><li>Participate in regional business planning processes providing input in target formulation to ensure that targets set are able to be supported by verifiable performance evidence.</li><li>Ensure that the regional dashboard scorecard reconciles with the manual regional business plan.</li><li>Identify training/support needs of regional staff</li><li>Co-ordinate continuous improvement initiatives / efforts of the region</li><li>Participate in workshops and training</li><li>Assist the region with strategic initiatives or projects that may be assigned to you</li></ul>
<ul style="list-style-type: none"><li><b>Monitor and Record keeping of regional programme and project compliance to the unit SOP (SOP Compliance)</b></li></ul>	<ul style="list-style-type: none"><li>Ensure all programme and projects comply to the unit SOP (PMSU Programme and Project Management Standard Operating Procedure)</li><li>All programme and project stage gate documentation are maintained for audit and compliance purpose</li><li>Familiarise and understanding of the unit SOP for regional adoption</li></ul>

## SECTION F: APPOINTMENT REQUIREMENTS / LEARNING INDICATORS

COMPETENCY TYPE	DESCRIPTION
<b>APPOINTMENT REQUIREMENTS</b>	
• Formal Qualifications	<ul style="list-style-type: none"> <li>• Three (3) year tertiary qualification in Statistics / Public Administration / Public Management / Monitoring and Evaluation</li> <li>• Advance Diploma in Monitoring and Evaluation will be an added advantage</li> <li>• A driver's licence</li> </ul>
• Job Related Work Experience	<ul style="list-style-type: none"> <li>• Minimum of Three-year functional experience in Data Management / Monitoring and Evaluation</li> <li>• Public Sector Audit Experience (both financial and performance information)</li> <li>• Data management, Record Management and administration related activities in the Built Environment</li> </ul>
• Job Related Knowledge	<ul style="list-style-type: none"> <li>• Programme / Project Management legislation and relevant policies,</li> <li>• Analytical methods,</li> <li>• Programme / Project Management market dynamics</li> <li>• Research methodology,</li> <li>• Data analysis, Statistical and research,</li> <li>• Filing systems: Electronic and Manual Filing System</li> <li>• Record Management</li> <li>• Administration Procedures</li> <li>• Document control</li> </ul>
• Job Related Skills	<ul style="list-style-type: none"> <li>• Communication Skills</li> </ul>

COMPETENCY TYPE	DESCRIPTION
	<ul style="list-style-type: none"> <li>• Interpersonal Skills</li> <li>• Problem solving Skills</li> <li>• Interviewing skills</li> <li>• Management and leadership skills,</li> <li>• Computer literacy</li> <li>• Organising Skills</li> <li>• Report writing</li> </ul>
<ul style="list-style-type: none"> <li>• Other</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive</li> <li>• Intuitive</li> <li>• Self-driven</li> <li>• Resilient</li> <li>• Innovative</li> <li>• Creative</li> </ul>

## SECTION G: CAREER PATHING

Next Higher Post to Career Path Possibilities (Refer to PEROMNES):	
What is needed to Progress:	

Confidential when completed

<b>PEROMNESS that can be considered for Progression:</b>	
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## **SECTION H: AMMENDMENTS TO JOB DESCRIPTION**

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

## **SECTION I: PERFORMANCE AGREEMENT**

**The Performance Agreement/Workplan of the incumbent, which contains specific targets, should be read as an extension of this job description.**

## **SECTION J: JOB DESCRIPTION AGREEMENT**

<b>We the undersigned agree that the content of the completed Job Description gives an accurate outline and content of the job.</b>				
<b>TITLE</b>	<b>NAME</b>	<b>PERSAL NO</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Job Holder</b>				
<b>Immediate Manager</b>				
<b>Executive Head</b>				



## Independent Development Trust

### **JOB DESCRIPTION**

#### **SECTION A: JOB INFORMATION SUMMARY**

<b>POST IDENTIFICATION</b>	
Name of Job Holder:	
Job Title:	<i>Handyman</i>
Paterson Grade:	PG
Name of Business Unit:	<i>Administration &amp; Facilities</i>
Location:	<i>National Office</i>
Post Reports to:	<i>Manager: Administration &amp; Facilities</i>
Date of appointment / entry into post:	

## SECTION B: JOB PURPOSE

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

To timeously carry out; quality, planned, preventative and emergency maintenance on all specified equipment and buildings within the premises, including attending to minor electrical, plumbing, carpentry and furniture repair problems.

## SECTION C: KEY PERFORMANCE AREAS (KPAs) / MAIN OBJECTIVES

List the KPAs/main objectives in the order of priority that describe the scope of the job. They should as far as possible be SMART\*.

**\*S=SPECIFIC**

**M=MEASURABLE**

**A=ACHIEVABLE**

**R=REALISTIC**

**T=TIME BOUND**

KPAs / MAIN OBJECTIVES
• Provide Basic Building Maintenance
• Perform Routine Equipment and Facilities Inspections, repair or replacement
• Ensure Cleaning of Facilities
• Coordinate the servicing of site equipment

## SECTION D: KEY JOB RESPONSIBILITIES

KEY PERFORMANCE AREAS	KEY RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• <b>Provide Basic Building Maintenance</b></li> </ul>	<ul style="list-style-type: none"> <li>• To ensure the provision of basic quality repair and maintenance of building facilities.</li> <li>• To ensure the provision of basic quality repair and maintenance of plumbing equipment, fixtures and fittings.</li> <li>• To ensure the provision of basic quality repair, replacement and maintenance of electrical equipment and fittings.</li> <li>• Maintain record of all fault reporting</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Perform Routine Equipment and Facilities Inspections, repair or replacement</b></li> </ul>	<ul style="list-style-type: none"> <li>• Conduct routine inspections of building facilities, electrical and plumbing equipment, fixtures and fittings.</li> <li>• Respond to callouts for faulty or broken or damaged facilities, equipment, fixtures and/or fittings.</li> <li>• Maintain record of all fault reporting.</li> <li>• Report unauthorized equipment movement.</li> <li>• Report all observed damage to fixtures, equipment, facilities and fittings.</li> <li>• Ensure maintenance of office furniture equipment and repair broken furniture</li> <li>• Ensure safekeeping of maintenance equipment and supplies</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Ensure Cleaning of Facilities</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that repaired, maintained and replaced equipment, fixtures and fittings are cleaned periodically or at time of hand over to process owners/users.</li> <li>• Mopping and vacuuming and disinfecting surfaces of repaired, maintained or replaced equipment, fixtures and fittings in accordance with relevant procedures.</li> <li>• Assist with the waste disposal</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Coordinate the servicing of site equipment</b></li> </ul>	<ul style="list-style-type: none"> <li>• Monitor completion of all procured servicing of equipment, fixtures, facilities and fittings by service providers is in accordance with SLAs</li> </ul>

	<ul style="list-style-type: none"><li>• Monitor and evaluate the quality of service provided by contracted service providers</li><li>• Attend meetings with service providers and report on that</li><li>• Supervise the service providers when on site</li><li>• Ensure services providers adhere to the organisation's safety measures</li><li>• Ensure that service providers adhere to PPE requirements</li></ul>
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**SECTION E: APPOINTMENT REQUIREMENTS / LEARNING INDICATORS**

COMPETENCY TYPE	DESCRIPTION
Formal Qualifications	<p>Minimum of a Grade 11 or equivalent</p> <ul style="list-style-type: none"> <li>• Matric/Grade 12/ABET Level 12 / or equivalent will be an added advantage</li> <li>• Driver's license will be an added advantage</li> </ul>
Job Related Work Experience	<ul style="list-style-type: none"> <li>• A minimum of 2 years handyman repair and maintenance experience</li> </ul>
Job Related Knowledge and competencies	<ul style="list-style-type: none"> <li>• Strong knowledge and hands-on experience in plumbing, electrical, carpentry, painting, and HVAC systems.</li> <li>• Document administration</li> <li>• Procurement Procedures</li> <li>• Access Control Procedures</li> <li>• Cleaning Services</li> <li>• Facilities co-ordination</li> <li>• Inventory Control Methods</li> <li>• Knowledge on how to operate hand and power tools</li> <li>• Knowledge of building infrastructure layouts.</li> <li>• General Maintenance Knowledge and Skills</li> <li>• A working knowledge of the Occupational Health and Safety Act</li> </ul>
Job Related Skills	<ul style="list-style-type: none"> <li>• Proficient in using tools, equipment, and materials commonly used in maintenance and repair work.</li> <li>• Excellent troubleshooting skills and the ability to effectively diagnose and repair issues.</li> <li>• Good understanding of safety practices and regulations related to maintenance tasks.</li> </ul>

COMPETENCY TYPE	DESCRIPTION
	<ul style="list-style-type: none"> <li>• Strong communication skills, both verbal and written, with the ability to effectively interact with team members, supervisors, and clients.</li> <li>• Detail-oriented with strong organizational and time management skills.</li> <li>• Ability to work independently and collaboratively in a fast-paced environment.</li> <li>• Physical ability to lift heavy objects, work in confined spaces, and perform tasks requiring prolonged standing, walking, and bending.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Hands-on</li> <li>• Attention to detail</li> <li>• Self-starter</li> <li>• Safety conscious</li> <li>• Accountability</li> <li>• Team player</li> <li>• Stakeholder focus</li> <li>• Customer-oriented</li> <li>• Proactive</li> <li>• Observant</li> <li>• Tactful</li> <li>• Communication</li> <li>• Innovative</li> <li>• Ability to work independently</li> </ul>

## **SECTION F: AMMENDMENTS TO JOB DESCRIPTION**

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

## **SECTION G: PERFORMANCE AGREEMENT**

**The Performance Agreement/Workplan of the incumbent, which contains specific targets, should be read as an extension of this job description.**

## **SECTION H: JOB DESCRIPTION AGREEMENT**

**We the undersigned agree that the content of the completed Job Description gives an accurate outline and content of the job.**

<b>TITLE</b>	<b>NAME</b>	<b>EMPLOYEE NO</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Job Holder</b>				
<b>Immediate Manager</b>				
<b>Unit Executive Head</b>				



## Independent Development Trust

### JOB DESCRIPTION

#### SECTION A: JOB INFORMATION SUMMARY

<b>POST IDENTIFICATION</b>	
Name of Job Holder:	
Job Title:	<i>Portfolio Manager: Contract Management</i>
Paterson Grade:	PG
Name of Business Unit:	<i>Programme Management Services Unit (PMSU)</i>
Location:	<i>National Office</i>
Post Reports to:	<i>General Manager (GM): Portfolio Management Services Unit</i>
Date of appointment / entry into post:	

## SECTION B: JOB PURPOSE

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

To Provide specialist advice and oversee the development and management of PMSU complex, high-risk contracts and procurement strategies. Lead the development and implementation of innovative procurement and contract management strategies to achieve PMSU and business objectives and strategic vision.

## SECTION C: KEY PERFORMANCE AREAS (KPAs) / MAIN OBJECTIVES

List the KPAs/main objectives in the order of priority that describe the scope of the job. They should as far as possible be SMART\*.

**\*S=SPECIFIC**

**M=MEASURABLE**

**A=ACHIEVABLE**

**R=REALISTIC**

**T=TIME BOUND**

KPAs / MAIN OBJECTIVES
• Provide leadership in PMSU procurement and contract management activities
• Lead the development, implementation and ongoing management of PMSU procurement and contract management initiatives.
• Ensure Contracts establishment and administration
• Monitor PMSU contract compliance, performance and outcomes
• Provide Technical advice and capacity building
• General functions

## SECTION D: KEY JOB RESPONSIBILITIES

KEY PERFORMANCE AREAS	KEY RESPONSIBILITIES
<ul style="list-style-type: none"> <li><b>Provide leadership in PMSU procurement and contract management activities</b></li> </ul>	<ul style="list-style-type: none"> <li>Provide strategic leadership to the various PMSU portfolio management teams, encouraging best practice throughout the built environment procurement lifecycle.</li> <li>Contribute to the governance of the PMSU procurement function balancing resources and workloads to support other business unit outcomes that drive value for the business.</li> <li>Use persuasive arguments to guide and inform high level executive decisions relating to PMSU procurement and contract management.</li> <li>Represents PMSU at various internal and external steering committees.</li> <li>Maintain awareness of sectoral, national and international developments that affects procurement and contract management activities.</li> <li>Oversee the management and development of PMSU complex, high risk contracts and procurement documentation.</li> <li>Analyse and identify trends in contract and industry data to inform strategic business decisions.</li> <li>Develop and maintain effective relationships with key internal staff, critical clients and service providers and leverage them to resolve complex or contentious PMSU contractual disputes.</li> <li>Ensure outcomes of PMSU procurement and contract management activities are aligned to wider business and government objectives.</li> </ul>
<ul style="list-style-type: none"> <li><b>Lead the development, implementation and ongoing management of PMSU</b></li> </ul>	<ul style="list-style-type: none"> <li>Facilitate and support legal services in the development and review of the IDT standard terms of contract and tender documentation for different kinds of services, e.g. professional</li> </ul>

<b>procurement and contract management initiatives.</b>	<p>services tender, construction tender, consortium tender, Alternative Building Technologies (ABT) tender;</p> <ul style="list-style-type: none"> <li>• Participate on behalf of PMSU in the institutionalisation of the IDT's standard terms of contract and tender documentation for different kinds of services ensuring that correct and up-to-date templates are utilised by national and all regional offices, as well as IDT service providers;</li> <li>• Develop and regularly review PMSU contract management guidelines, processes, practices, procedures; standard templates for business contracts and ensure their ready accessibility;</li> <li>• Drive the successful and consistent PMSU-wide application of and compliance with good contract management practice;</li> <li>• Ensure PMSU compliance with Legal services and Contracts management quality assurance measures;</li> <li>• Develop a PMSU system of monitoring the efficacy of the contract management value chain, e.g. turnaround of contract development from contract initiation to signing, storage and retrieval of contracts, etc.;</li> <li>• Support PMSU programme management staff in interpreting pertinent clauses in business contracts such as SLAs and KPIs and other relevant matters.</li> <li>• Apply innovative thinking and problem-solving to solve PMSU procurement and contracting issues.</li> </ul>
<b>• Ensure Contracts establishment and Administration</b>	<ul style="list-style-type: none"> <li>• Develop a PMSU Contracting Framework to provide guidance on the best 'Form of Contract' to be used</li> </ul>

	<ul style="list-style-type: none"><li>• Provide PMSU Contract guidelines for each programme and/or project, considering the following aspects:<ul style="list-style-type: none"><li>◦ Contractual risk identification and management;</li><li>◦ Contract performance management framework (Standards; specifications; key performance indicators; dispute resolution, etc.);</li><li>◦ Supplier's performance reviews and feedback mechanisms;</li><li>◦ Relationship management processes.</li></ul></li><li>• Formulate and implement systems, procedures, approaches and tools to support operationalization of the PMSU Contracting Framework;</li><li>• Monitor and review the PMSU Contracting Framework to respond to the risks within the operating environment;</li><li>• Manage and/or facilitate the drafting and the institutionalisation of standard PMSU and business contracts templates e.g. PROCSA, JBCC, and accompanying IDT special clauses addenda;</li><li>• Establish a system of monitoring PMSU and organisation-wide implementation of the approved contract templates;</li><li>• Support legal services to scrutinise and/or review contracts developed by external parties and ensure adjustments to meet organisational interests.</li><li>• Establish a clear PMSU records management process for all contract documentation to ensure that hard copy contracts and soft copy files are logged, stored, and are easily accessible when required;</li></ul>
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	<ul style="list-style-type: none"> <li>• Establish and maintain a PMSU and organisation-wide contracts register and ensure that it is kept up-to-date;</li> <li>• Lead in the development and / or adoption of a suitable contract management system and drive its institutionalisation;</li> <li>• Develop clear PMSU mechanisms and systems for identifying and reporting on key contract ‘trigger points’ (e.g. contract signing, suspensive conditions, notice periods, insurance renewal requirements, expiry dates for guarantees renewals, contract expiry, etc.) and monitor response actions;</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Monitor PMSU contract compliance, performance and outcomes</b></li> </ul>	<ul style="list-style-type: none"> <li>• Develop and monitor a PMSU contracts audit plan to ensure that contracts remain fully compliant.</li> <li>• Monitor the performance of various PMSU contracts and proactively identify potential contract problems and facilitate necessary solutions; informing the GM: PMSU, GM: SCM, Executives on risks that may result in stakeholder interest.</li> <li>• Document significant events relating to PMSU contracts during the contracts implementation phase;</li> <li>• Support PMSU contract review sessions to institute effective contract and risk management for continuous improvement</li> <li>• Formulate, facilitate implementation of, and monitor improvement plans stemming from regular contract review meetings and noncompliance issues to ensure suppliers perform at expected levels / KPI’s;</li> <li>• Undertake research and consult with key stakeholders to shape the PMSU procurement and contract management policies, guidelines, associated legislation and process improvements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Undertake regular research to improve contracts management practice within the PMSU and organisation in line with changing operating environment (e.g. built environment contracting, infusing empowerment priorities in business contracts, general services contracting, procurement regulations, etc.);</li> <li>• Spearhead business process improvement initiatives in relation to PMSU contracts management practices;</li> <li>• Spearhead adoption and adaptation of best practices in relation to PMSU contracts management.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Technical advice and capacity building</b></li> </ul>	<ul style="list-style-type: none"> <li>• Provide specialist advice within the PMSU and to stakeholders on complex policy, procurement and contracting issues.</li> <li>• Provide technical advice on process to address potential contractual breach, as required, where service provider and/or contractor's performance is deficient;</li> <li>• Provide technical support in the identification of PMSU contracts management competency gaps and support operations in addressing the identified gaps;</li> <li>• Develop electronic, visual and other tools to empower programme management personnel on steps to take relating to common contracts management issues and challenges, e.g. poor performance, site abandonment, non-submission of requisite information, practical completion, etc.</li> <li>• Manage the process of conceptualising and designing an internal operations on-the-job capacity building programme (i.e. formal or informal; accredited or non-accredited; examinable or non-examinable; direct interface or online; curriculum, duration etc.);</li> <li>• Coordinate the process of identifying and appointing contract management and administration subject matter facilitators, when required;</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage the development and review of the PMSU contract management and administration subject matter material, its storage, distribution and accessibility as well as intellectual property issues;</li> <li>• Support PMSU programme managers in the procurement planning stage advising on issues such as the type of contract, procurement strategy, standard terms and conditions etc.;</li> <li>• Provide guidance on contract transition planning (from procurement &amp; contracting to contract management) to ensure that expectations, roles and responsibilities are clear in the transition to the contract management phase.</li> <li>• Support the PMSU programme management personnel in managing changes (variations) in scope/product/service and associated terms such as contract duration and pricing/rates;</li> <li>• Support PMSU programme management and SCM personnel in responding and resolving service provider / contractor complaints regarding tender documentation, terms of contracts, and contracts;</li> <li>• Advise PMSU management on the appropriate contract management skills and expertise required to manage particular contracts.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>General functions</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure achievement of PMSU functional goals and targets.</li> <li>• Manage the alignment of the functional mandate with Sub-Unit goals</li> <li>• Support PMSU operational planning process.</li> <li>• Provide support in the management of different PMSU stakeholders relating to contracts management.</li> <li>• Manage the application of requisite PMSU resources to achieve functional goals.</li> </ul>

	<ul style="list-style-type: none"> <li>• Compile functional and support compilation of PMSU performance reports in accordance with the organization's governance protocol.</li> <li>• Manage functional and support PMSU risk management, statutory compliance and other governance matters.</li> </ul>
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## SECTION E: APPOINTMENT REQUIREMENTS / LEARNING INDICATORS

COMPETENCY TYPE	DESCRIPTION
Formal qualifications	<ul style="list-style-type: none"> <li>• Minimum of a Post Graduate Degree (NQF level 8) in the Built environment, Law, Commercial studies, Administration</li> <li>• A formal qualification in Contracts Management will be an added advantage.</li> </ul>
Job related work experience	<ul style="list-style-type: none"> <li>• Minimum of 8 years relevant work experience of which 3 years were in a contracts management role, preferably within the built environment.</li> </ul>
Job related knowledge and competencies	<ul style="list-style-type: none"> <li>• Contracts management</li> <li>• Contracts administration</li> <li>• Development of policies, systems, processes and procedures</li> <li>• Risk Management</li> <li>• Project governance</li> <li>• Process mapping</li> <li>• Coaching and mentoring</li> <li>• Budget management and cost control</li> </ul>

COMPETENCY TYPE	DESCRIPTION
	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Construction Programme and project management</li> <li>• Built environment procurement strategies</li> <li>• Project management skills, principles and methodologies.</li> <li>• Research and development facilitation.</li> <li>• Computer aided applications.</li> <li>• Legal and operational compliance.</li> <li>• Technical consulting.</li> <li>• Creating a high performance culture.</li> <li>• Project and professional judgement.</li> <li>• Sound knowledge of PFMA, Treasury SCM regulation, CIDB regulation.</li> <li>• Financial management.</li> <li>• Monitoring and evaluation.</li> <li>• Business planning.</li> </ul>
Job related skills	<ul style="list-style-type: none"> <li>• Strategic capability and leadership.</li> <li>• Problem solving and analysis.</li> <li>• Decision making.</li> <li>• Creativity.</li> <li>• Financial management.</li> <li>• Customer focus and responsiveness.</li> <li>• Communications.</li> <li>• Computer skills.</li> </ul>

COMPETENCY TYPE	DESCRIPTION
	<ul style="list-style-type: none"> <li>• Planning and organising.</li> <li>• Conflict Management.</li> <li>• People Management.</li> <li>• Negotiation skills.</li> <li>• Change management.</li> <li>• Process knowledge and skills.</li> <li>• Planning and organising.</li> <li>• Relationships building.</li> <li>• Negotiation.</li> <li>• Innovation facilitation, construction programme and project management.</li> <li>• Stake holder management.</li> <li>• Planning</li> <li>• Research</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Proactive.</li> <li>• Initiative.</li> <li>• Team player.</li> <li>• Motivator.</li> <li>• Visionary.</li> <li>• Resilience.</li> <li>• Innovative.</li> </ul>

## **SECTION F: AMMENDMENTS TO JOB DESCRIPTION**

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

## **SECTION G: PERFORMANCE AGREEMENT**

**The Performance Agreement/ Work plan of the incumbent, which contains specific targets, should be read as an extension of this job description.**

## **SECTION H: JOB DESCRIPTION AGREEMENT**

**We the undersigned agree that the content of the completed Job Description gives an accurate outline and content of the job.**

<b>TITLE</b>	<b>NAME</b>	<b>EMPLOYEE NO</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Job Holder</b>				...../...../20.....
<b>Immediate Manager</b>	Ms. Sannah Sebitlo			...../...../2023
<b>Unit Executive Head</b>	Mr. Tumisho Makofane			...../...../2023



## Independent Development Trust

### **JOB DESCRIPTION**

#### **SECTION A: JOB INFORMATION SUMMARY**

<b>POST IDENTIFICATION</b>	
Name of Job Holder:	<i>Vacant</i>
Job Title:	<i>Compliance Officer</i>
Paterson Grade	<i>CU</i>
Name of Component:	<b>Business Unit:</b> CEO's Office <b>Sub-Unit:</b> Risk and Compliance
Location:	<i>National Office</i>
Post Reports to:	<i>Senior Manager Risk Management</i>
Date of appointment / entry into post:	

## **SECTION B: JOB PURPOSE**

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

To provide administrative and functional support to the Senior Manager Risk and Compliance in the performance of compliance related to legislation, policies and internal processes and procedures

## SECTION C: KEY PERFORMANCE AREAS (KPAs) / MAIN OBJECTIVES

List the KPAs/main objectives in the order of priority that describe the scope of the job. They should as far as possible be SMART\*.

**\*S=SPECIFIC**

**M=MEASURABLE**

**A=ACHIEVABLE**

**R=REALISTIC**

**T=TIME BOUND**

KPAs / MAIN OBJECTIVES
<ul style="list-style-type: none"><li>• Co-ordinate and maintain compliance functions</li><li>• Develop and implement compliance framework</li><li>• Maintain and implement random system checks on compliance regulations, legislations and key controls</li><li>• Liaise with risk champions to coordinate risk and compliance meetings and workshops</li><li>• Ensure Units/Hubs adherence to systems and processes</li><li>• Assist in Coordination and monitoring unit budget</li></ul>

Confidential when completed

**SECTION D: POSITION IN THE ORGANISAITON STRUCTURE**

## SECTION E: INHERENT REQUIREMENTS OF THE JOB

KPIs / MAIN OBJECTIVES	
<ul style="list-style-type: none"> <li><b>Co-ordinate and maintain compliance audit functions</b></li> </ul>	<ul style="list-style-type: none"> <li>Maintain a database of the legislation that the IDT has to comply with (Compliance universe)</li> <li>Assist the Unit Compliance in establishing an annual compliance assessment and the implementation of the compliance mitigation strategies.</li> <li>Ensure control and efficiency of the compliance function by maintaining strict confidentiality and discretion</li> <li>Ensure alignment of the target dates for the completion of gaps in compliance performance with the time lines of relevant Corporate strategic priorities and targets</li> <li>Ensure that documents needed prior to meetings with Business Units on compliance matters, are prepared and available</li> <li>Prepare weekly and monthly office reports and follow up actions as required</li> <li>Ensure that there are secure archiving of compliance reports</li> <li>Draft letters as and when required</li> <li>Attend to queries arising from compliance function of Business Units</li> </ul>
<ul style="list-style-type: none"> <li><b>Maintain and implement random system checks on compliance regulations, legislations and key controls</b></li> </ul>	<ul style="list-style-type: none"> <li>Maintain a database of quarterly performance targets of the business units</li> <li>Assist the Unit in developing test mechanisms and in drawing samples for the verification of the achievement of performance goals</li> <li>Assist the Unit in developing reports on implementation of Compliance and risk Management set strategies</li> <li>Ensure that all compliance processes are aligned to the IDT policies</li> </ul>
<ul style="list-style-type: none"> <li><b>Liaise with risk champions to coordinate risk and compliance meetings and workshops</b></li> </ul>	<ul style="list-style-type: none"> <li>Receive progress reports in terms of mitigation plans</li> <li>Update risk profiles in compliance Nationally</li> <li>Ensure Compliance with all IDT Policies, Procedures and Systems</li> </ul>
<ul style="list-style-type: none"> <li><b>Ensure Units/Hubs adherence to systems and processes</b></li> </ul>	<ul style="list-style-type: none"> <li>Develop checklist reports in line with legislation, regulations and SOP's</li> <li>Coordinate and monitor budget and expenditure in the Compliance Office</li> </ul>

	<ul style="list-style-type: none"> <li>Conduct Awareness sessions nationally to instil adherence to Compliance activities i.e. Fraud, Ethics, OHS etc.</li> <li>Promote the use of the anti-fraud hotline as a means of reporting fraudulent activities</li> <li>Provide presentations to risk management committees and regional offices as and when required</li> <li>Develop novel approaches for integrating risk avoidance into the workplace</li> <li>Provide Feedback Reports to Units / Hubs</li> </ul>
<ul style="list-style-type: none"> <li><b>Conduct and facilitate investigation</b></li> </ul>	<ul style="list-style-type: none"> <li>Record allegations to the allegation register</li> <li>Process allegations received from fraud hotline</li> <li>Conduct and facilitate investigation in line with best practise</li> <li>Prepare investigation reports</li> <li>Hold close-up meetings</li> <li>Serve as witness as and when required</li> </ul>
<ul style="list-style-type: none"> <li><b>Coordinate and monitor budget and expenditure in the Compliance Office</b></li> </ul>	<ul style="list-style-type: none"> <li>Coordinate and monitor budget and expenditure in the Risk and Compliance Unit</li> <li>Facilitate the delegation of payment approvals</li> <li>Provide assistance with the procurement process</li> <li>Ensure verification of payments</li> <li>Track business operations (e.g. legal cases, travel requirements, resources requirements etc.)</li> <li>Provide budget and planning input for the sub-unit</li> <li>Assist in managing incoming / outgoing correspondence and time management system for the General Manager: Compliance</li> </ul>

## SECTION F: APPOINTMENT REQUIREMENTS / LEARNING INDICATORS

COMPETENCY TYPE	DESCRIPTION
<b>APPOINTMENT REQUIREMENTS</b>	
1. Formal Qualifications	<ul style="list-style-type: none"> <li>• A minimum of a Bachelor's degree or equivalent in Legal or Commerce.</li> <li>• Registration as a Compliance Practitioner (CPrac) or Compliance Professional (CProf) will be an added advantage</li> </ul>
2. Job Related Work Experience	<ul style="list-style-type: none"> <li>• A minimum of 5 years working experience in compliance management or investigation.</li> </ul>
3. Job Related Knowledge	<ul style="list-style-type: none"> <li>• Compliance Function and Structures</li> <li>• Project Status Tracking</li> <li>• Business Management Principles</li> <li>• Quality Management</li> <li>• Administration Management</li> <li>• Information Management</li> <li>• PFMA, Treasury Regulations and other relevant legislation, frameworks and protocols</li> <li>• Corporate governance</li> <li>• Performance Audits</li> <li>• Understanding of Public Sector environment</li> </ul>
4. Job Related Skills	<ul style="list-style-type: none"> <li>• Planning</li> <li>• Coordinating</li> <li>• Administrative</li> <li>• Interpersonal</li> <li>• Communication</li> <li>• Report Writing</li> <li>• Problem solving</li> <li>• Negotiation</li> <li>• Presentation</li> <li>• Analytical</li> <li>• Observation</li> </ul>

COMPETENCY TYPE	DESCRIPTION
	<ul style="list-style-type: none"> <li>• Computer</li> </ul>
5. Other	<ul style="list-style-type: none"> <li>• Team Player</li> <li>• Approachable</li> <li>• Performance Driven</li> <li>• Quality Oriented</li> <li>• Proactive ness</li> <li>• Innovative</li> <li>• Professionalism</li> <li>• Confidence</li> <li>• Initiative</li> <li>• Integrity</li> <li>• Willing to Travel</li> </ul>

#### SECTION G: CAREER PATHING

Next Higher Post to Career Path Possibilities (Refer to PEROMNES):	
What is needed to Progress:	Refer To
PEROMNESS that can be considered for Progression:	

## **SECTION H: AMMENDMENTS TO JOB DESCRIPTION**

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

## **SECTION I: PERFORMANCE AGREEMENT**

**The Performance Agreement/Workplan of the incumbent, which contains specific targets, should be read as an extension of this job description.**

## **SECTION J: JOB DESCRIPTION AGREEMENT**

**We the undersigned agree that the content of the completed Job Description gives an accurate outline and content of the job.**

<b>TITLE</b>	<b>NAME</b>	<b>PERSAL NO</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>Job Holder</b>				
<b>Immediate Manager</b>				
<b>Unit Executive Head</b>				