

Handout 12 – Example of a Job Profile

XXXXXXXXXXXX (Name of organisation)

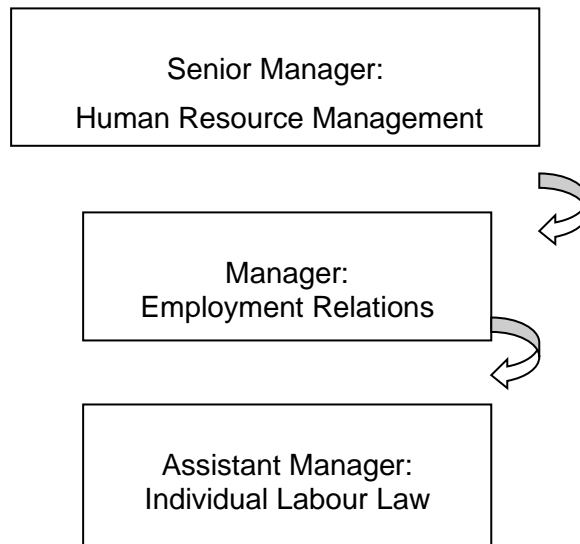
JOB DETAILS

Current Post Holder	: Mrs XXXXXX
Post Title	: Chief Training Officer
Persal Number	: 1234567
Post Number	: 1200
Post Level	: 9
Salary Level	: 9
Date of appointment	: 1 May 2008
Date of Entry into Current rank:	1 May 2008
Component Number	:
Location	: xxxxxxxx
Accountable to	: Manager: HR/Labour Relations
Reports to	: Manager: HR/Labour Relations

JOB PURPOSE

- ✓ To promote sound training and development in the XXXXXXXXXXXXXXXXXXXX.

DIMENSIONS/FLOW CHART



KEY PERFORMANCE AREAS

1. Supervision of Skills Development Committees.
2. Advise managers or line supervisors and management of the department, verbal or otherwise with regards to Training and Development matters.
3. Management of procedures with regards to budgets, training sessions, skills audits and feedback.
4. Attending training meetings.
5. Management of monthly feedback.
6. Ensure efficient data management system, relating to training and development, regional reports and high-level analysis to supply strategic management information on organisational trends and climate.
7. Development of training material.
8. Development of training and development database.
9. Development of training courses.

CLIENTS: COMMUNICATION AND WORKING RELATIONS

- ✓ Managers, management and employees in the Department (advice and support)
- ✓ Unions.
- ✓ Fellow employee colleagues in
- ✓ Other Government Departments (benchmarking and assistance)
- ✓ Any other relevant stakeholders (outside training providers)

WORKING CONDITIONS

- ✓ Head office: XXXXXXXXX
- ✓ Normal working hours per week
- ✓ Travelling

MATERIAL EQUIPMENT USED

- ✓ Personal Computer
- ✓ Telephone and Fax facility
- ✓ Legislation, policies, resolutions
- ✓ Transport allowances or subsidized
- ✓ Training equipment

COMPETENCY PROFILE

Competencies	Essential	Desirable
Education and training	Three (3) year Bachelor's Degree or Diploma	Registered assessor Registered moderator Design and development of assessments
Experience	3 - 5 years in Training and development field	Training and development in the Public Service
Knowledge	<ol style="list-style-type: none"> 1. Training and development laws and policies 2. Skills Audits 3. Assessments 4. Conflict management 5. Moderations 6. Report writing 7. Computer literacy 	<ol style="list-style-type: none"> 1. Public Service legislator framework 2. Assessments and moderation policies
Skills	<ol style="list-style-type: none"> 1. Communication 2. Organizational and co-ordination 3. Problem solving and analytical thinking 4. Facilitation skills 	<ol style="list-style-type: none"> 1. Policy development and interpretation 2. Advisory and presentation
Values and attributes	<ol style="list-style-type: none"> 1. Fair and firm 2. Consistent and persistent 3. Confidentiality 	<ol style="list-style-type: none"> 1. Highly persuasive 2. Independence

CAREER PATHING

- ✓ Next higher post: Training manager
- ✓ Nature of tasks in higher post: Supervisory and managerial responsibilities

DIFFICULT PART OF THE JOB

- ✓ Demands and expectations from management and labour movements
- ✓ Work output sometimes not predictable due to scheduled time frames and complications.

JOB DESCRIPTION AGREEMENT

AGREEMENT

The Job Description has been discussed with me and I understand the contents thereof.

NAME OF JOB HOLDER: _____

SIGNATURE: _____

DATE: _____

NAME OF SUPERVISOR: _____

SIGNATURE: _____

DATE: _____

APPROVAL FOR IMPLEMENTATION

APPROVAL

I hereby approve the implementation of this job description

SIGNATURE: _____ DATE: _____

RANK: _____