



JOB PROFILE

A. Post Information	
Post Title	Head of Commissioners' Programme
Component	Commissioners' Programme
Location	Head Office - Johannesburg
Post Reports To	The Commissioners; The CEO of the SAHRC

Job Profile Verification	
Profile Verified By:	
Date Verified:	

Job Profile Validation	
Profile Validated By:	
Date Validated:	

Job Evaluation Outcome	
Confirmed Grade:	13
Date Graded:	

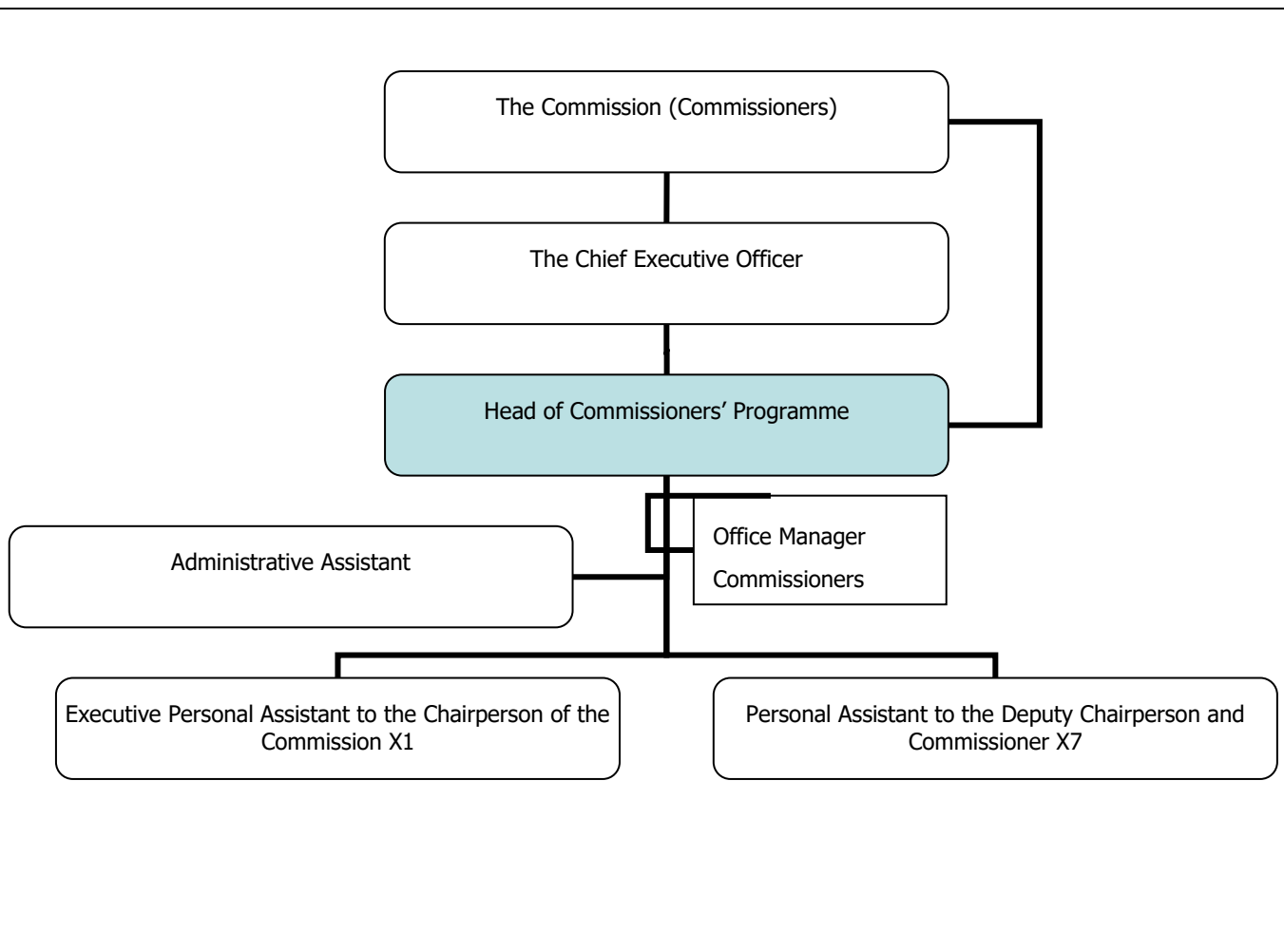
B. Job Purpose

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

To lead, manage and coordinate the effective functioning of the Commissioners' Programme; To serve as the functional link between the Commissioners' Programme and the Office of the CEO and the Secretariat.

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Lead and manage the Commissioners' Programme in an effective and efficient manner.	1.1	Provide effective and sufficient support to the Chairperson, Deputy Chairperson and the Commissioners by developing effective systems to ensure the effective running of meetings.
		1.2	Develop an agenda aligned to the Governance Calendar in consultation with the Chairperson and accurately record minutes and timeous provisioning of resolutions.
		1.3	Assist Commissioners in identifying the risk, measuring risk appetite and mitigating strategies.
		1.4	Ensure the implementation of the operational plan of the Commissioners Programme through the effective definition of performance targets and measures to evaluate success in collaboration with the offices of the Commissioners.
		1.5	Manage the development of a costed Commissioners' Programme activity plan budgeting.
		1.6	Measure and monitor achievement of strategic objectives of the unit and take corrective actions where required.
		1.7	Responsible for the management of the budget of the unit and ensuring that expenditure is in line with budget.
		1.8	Oversee and manage the human resources within the unit in an efficient and effective manner.
		1.9	Ensure good governance within the unit in line with relevant legislation, regulations and policies.
		1.10	Manage the performance of all staff directly accountable.

		1.11	Advise the Commissioners on how best to utilize their budget in the execution of their individual programmes and resolutions.
		1.12	Assist in the drafting of the Terms of Reference for Commissioners' respective Programmes.
2	Coordinate research and ensure the provision of research support to the Commissioners.	2.1	Support the offices of Commissioners in developing a research programme in line with the programme plans of Commissioners.
		2.2	Ensure unhindered access to information by all Commissioners and Committee members to facilitate meaningful and effective decision making.
		2.3	Ensure that the Secretariat develops a plan to monitor the implementation of the recommendations of SAHRC reports, enquiries, hearings and findings.
		2.4	Oversee and provide support in the roll out of the Commissioner's programme.
		2.5	Facilitate engagements with relevant stakeholders within the Commission to ensure that support is provided to the Commissioners.
		2.6	Oversee the activities of Research Advisors and any other additional resources that may be required to provide support to the Commissioners.
3	Manage and coordinate engagements between the Commissioners and key stakeholders	3.1	Manage and coordinate meetings and any relevant meetings with key stakeholders.
		3.2	Promote the activities of the Commissioners in collaboration with the Office of the CEO.
		3.3	Facilitate the provision of media liaison support services to the Commissioners.
		3.4	Facilitate engagements (including attending relevant meetings) between Commissioners and members of the Secretariat – including communicating decisions taken, requesting information and provision of corporate support services to the Commissioners.
		3.5	Establish and manage relationships with key

			stakeholders and strategic partners e.g. donors, academic institutions.
		3.6	Facilitate the promotion of the work of Commissioners domestically, regionally and internationally.
		3.7	Facilitate, in conjunction with the CEO, the drafting of speaking notes by the Secretariat for individual Commissioners.
		3.8	Facilitate rapid and effective flow of information between the Commissioners / Committees of Commissioners and CEO.
4	Manage the provision of corporate support services to the Commissioners	4.1	Provide advisory services to the Commissioners / Committees of Commissioners on corporate governance and on applicable statutes, legislation, regulations, policies and procedures.
		4.2	Develop service level agreements with regards to corporate support services including supply chain management, human resources management and IT.
		4.3	Monitor and enforce standards in line with the service level agreements.
		4.4	Provide support and input to support the corporate services planning and execution.
		4.5	Provide feedback on the level of service being provided to the Commissioners.
		4.6	Manage compliance with key corporate services requirements.
		4.7	Oversee that internal and international travelling arrangements for Commissioners are well coordinated.
5	Coordinate the Commissioners' governance structures and render secretariat support	5.1	Serve as the Commissioners' Secretary by providing a high-level governance and statutory role, adhering to levels of authority, fiduciary roles of members, separation of powers, board development
		5.2	Provide secretariat support to Commissioners'

			governance meetings and committees.
		5.3	Draft Commissioners' annual governance calendar to guide strategic, legislative governance requirements.
		5.4	Ensure that minutes of all Commissioners' meetings and the meetings of Committees of Commissioners are kept a central repository.
		5.5	Provide the Commissioners collectively and individually with guidance on their duties, responsibilities and powers.
		5.6	Oversee Commissioners / Committees of Commissioners induction and training to ensure a common understanding of mandate, strategy and operations.
		5.7	Ensure legal, legislative, statutory, regulatory, governance and policy compliance with regards to Commissioners and Committees of Commissioners matters – and taking action to avoid non-compliance and/or adverse audit findings.
6	Facilitate the provision of administrative and secretariat functions to the Commissioners.	6.1	Coordinate with the CEO to develop procedures and standards for the provision of administrative and secretariat support services to the Commissioners.
		6.2	Coordinate with the CEO to monitor, evaluate and report on administrative and support services and facilitate improvement planning.
		6.3	Ensure compliance to minimum requirements and performance standards with regards to administrative and secretariat support e.g. agenda setting, taking of minutes, distribution of minutes.
		6.4	Follow up on the implementation of Commissioners' / Committees of Commissioners resolutions with relevant stakeholders.

E. Advisory Responsibility

Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.

To Whom	Type of Advice/ Information
Commissioners	<ul style="list-style-type: none"> • Report and provide support on all aspects of the Commissioners' Programme.
Chief Executive Officer	<ul style="list-style-type: none"> • To obtain information during the process of developing and rolling out the Commissioners' programme. • Communicate the commissioners' requirements. • Communicate key resolutions and follow up on implementation. • Serve as a conduit between the office of the CEO and the Commissioners Programme.
Heads of Business Units, Programmes and Provincial Offices	<ul style="list-style-type: none"> • To obtain information during the process of developing and rolling out the Commissioners' programme. • Communicating the Commissioners' requirements. • Communicate key resolutions and follow up on implementation.
National Parliament	<ul style="list-style-type: none"> • Manage arrangements to enable engagement between Parliament and the Commissioners. • Provide feedback on key aspects of the Commissioners' programme.
Government	<ul style="list-style-type: none"> • Manage engagement with the Commissioners. • Communicate key aspects of the Commissioners' Programme.
Communities	<ul style="list-style-type: none"> • Facilitate engagement with the Commissioners. • Obtain information.

The media	<ul style="list-style-type: none"> • Dissemination of information. • Communicate outcomes of engagements.
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F. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	<ul style="list-style-type: none"> • 2 (including 1 administrative assistant)
Number of staff indirectly managed	<ul style="list-style-type: none"> • 7 (Secretaries and Personal Assistants) • 8 Research Advisors (as and when required)
Financial accountability	<ul style="list-style-type: none"> • Per limits of authority

G. Inherent requirements of the Post	
<i>The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.</i>	
Skills/ Knowledge/ Behaviour:	
Requirement	Type
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Financial management • Writing skills • Strategic capability and leadership • Programme and project management • Problem solving and analysis • People management and empowerment • Knowledge management • Communication • Change management • Service delivery innovation • Honesty and integrity • Client orientation and customer focus

	<ul style="list-style-type: none"> • Stakeholder engagement and management
<p>Knowledge and education</p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • A post-graduate degree in business management or law or international relations, or international law. • Knowledge and understanding of Constitution and all legislation relevant to the work of the South African Human Rights Commission. • Knowledge and understanding of social economic rights. • Knowledge of human rights theory and practices. • Knowledge and understanding of the Commission’s obligations with regards to research and reporting. • Knowledge of relevant international standards and obligations with regards to human rights and the Commission’s responsibilities in this regard. • Knowledge of research processes, principles and methodologies • Knowledge of the PFMA and Treasury Regulations. • Knowledge of all relevant legislation, policies and procedures. • Knowledge and understanding of monitoring and evaluation. • Knowledge and understanding of communications and stakeholder management requirements and processes. • Should be able to: <ul style="list-style-type: none"> ○ link various related components of performance monitoring and evaluation together (for example, the inputs, processes, activities, outputs, outcomes, and impacts that constitute projects, programmes, and services), to form an integrated whole or system; ○ set up & manage the PMER system for their Programme, including the ability to - <ul style="list-style-type: none"> ▪ identify performance information requirements; ▪ design performance reports (including system reports) to provide high quality performance information for all reportable areas under their control; ▪ design performance measurements & scores; ▪ analyse, interpret & evaluate performance reports;

	<ul style="list-style-type: none"> ▪ communicate performance information effectively; ▪ produce the performance results to the standard, & within the timeframes required. <ul style="list-style-type: none"> • Applied understanding of: <ul style="list-style-type: none"> ○ the statutory and regulatory requirements regarding performance monitoring, evaluation & reporting, including: Section 38(1)(a)(i) & (b) Section 40(3) (a) of the PFMA, & National Treasury Regulation 5.3.1 for Constitutional Institutions; ○ Government Guide to the Outcomes Approach (2010); ○ Framework for Managing Programme Performance Information (National Treasury, 2007); ○ New Framework for Strategic Plans & Annual Performance Plans (National Treasury, 2010); ○ Statistics SA Statistical Quality Assessment Framework (2008); ○ National Archiving & Records Service of South Africa Standards for Records Management (NARSSA, 2007). • Understand the electronic system/s used in their area of responsibility, in order to: <ul style="list-style-type: none"> ○ ensure the quality of the data; ○ set access levels & authorise data corrections; ○ maintain the integrity of the system; and ○ identify/specify required system design changes to match the operational process & reporting requirements.
<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<p>At least 5 years experience in a senior managerial position, preferably in the human rights environment.</p>

I. Job profile agreement

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

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date