

SECTION A: JOB TITLE AND INFORMATION SECTION

A.1: POST IDENTIFICATION	
Organisation	WESGRO
Post Title	Lead, Western Cape War Room
Number of Posts	1

A. 2: LOCATION OF POST	
Department	Office of the CEO
Unit	PDIA Coordination Hub

A. 3: SURROUNDING POSTS	
Immediate Superior	
Post Title:	CEO
Immediate Subordinates	
Post Title(s):	2 x Head: Special Projects
Post Title:	1 x Administrative Assistant: Special Projects

SECTION B: JOB PURPOSE, DUTIES AND RESPONSIBILITIES OF THE POST

B. 1: JOB PURPOSE

The purpose of the job is to manage the operations of the PDIA Coordination Hub, to coordinate, support and provide oversight to the War Room project established by the Premier of the Western Cape, including special projects identified in municipalities within the Province.

B.2 ROLE CONTEXT

External Environment

The Lead, Western Cape War Room will be required to interface with a broad range of external stakeholders including the Office of the Premier, Western Cape Government (WCG), Wesgro, City of Cape Town (CoCT), other identified municipalities, the War Room 'teams' and academic advisers and experts in PDIA.

Internal Environment

The Lead, Western Cape War Room will support the CEO of WESGRO, leading the oversight and coordination of the implementation of projects as determined by the Premier and Cabinet, relevant Mayors and MAYCOs from time to time. He/she will be fully accountable for the quality, integrity and validity of the support provided and all delegated responsibilities.

B. 3: DUTIES OF THE POST				
KPA	Process (What?)	Procedure (How?)	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.	CORE FUNCTIONAL KEY PERFORMANCE AREAS (KPA's)			
1.1	Establish War Room Teams			
	1.1.1	Support the establishment of appropriate teams of Authorisers and officials for each War Room problem statement		
		1.1.1.1	<ul style="list-style-type: none"> Ensure that Authorisers are identified for each War Room team and establish communication to engage them with the War Room 	As required
		1.1.1.2	<ul style="list-style-type: none"> Ensure that War Room Team members are identified, and establish communication to ensure that they are properly authorised to participate 	As required
		Outcome (Why?): To ensure that the necessary environment is established, and the appropriate professional officials engaged to address the problem statement.		
1.2	Provide appropriate training for War Room Team members			
	1.2.1	Support the development of War Room team members' ability to implement PDIA		
		1.2.1.1	<ul style="list-style-type: none"> Source and procure training materials 	As required
		1.2.1.2	<ul style="list-style-type: none"> Enrol all team members in training 	As required
		1.2.1.3	<ul style="list-style-type: none"> Coordinate and manage continuous learning processes 	Daily
		1.2.1.4	<ul style="list-style-type: none"> Plan, design, manage and facilitate PDIA workshops 	As required
		Outcome (Why?): To ensure that the principles of PDIA are understood and incentivise engagement of officials with the underlying theory.		

B. 3: DUTIES OF THE POST				
KPA	Process (What?)	Procedure (How?)	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.3	Provide support, coordination and oversight of the Western Cape Government (WCG) War Room projects			
	1.3.1	Provide strategic support to the WCG War Room Teams:		
	1.3.1.1	<ul style="list-style-type: none"> Ensure that War Room Teams are supported through a structured programme of engagements 	Weekly	
	1.3.1.2	<ul style="list-style-type: none"> Assist, coordinate and facilitate War Room Teams to deconstruct and refine problem statements and mobilize attention around learnings 	Weekly	
	1.3.1.3	<ul style="list-style-type: none"> Assist, coordinate and facilitate War Room Teams with sequencing reforms to problems. 	Weekly	
	1.3.1.4	<ul style="list-style-type: none"> Assist, coordinate and facilitate War Room Teams with implementing results using experiential action and consolidate learning 	Weekly	
	Outcome (Why?): To ensure that the strategic objectives of the War Room are achieved.			
1.4	Provide support, coordination and oversight of the WCG War Room Authorising Teams			
	1.4.1	Provide strategic support to the War Room Authorising Teams:		
	1.4.1.1	<ul style="list-style-type: none"> Ensure that Authorising Teams are supported through a structured programme of engagements 	As agreed	
	1.4.1.2	<ul style="list-style-type: none"> Ensure that the Authorising Teams are kept abreast of the performance of War Room Teams 	As agreed	
	1.4.1.3	<ul style="list-style-type: none"> Ensure that all data, information and results are captured in regular reports and presentations 	As required	

B. 3: DUTIES OF THE POST

KPA	Process (What?)	Procedure (How?)	DUTIES/TASKS (What, How and Why)	FREQUENCY
		1.4.1.4	<ul style="list-style-type: none"> Ensure that authorisers are kept abreast of risks and progress of project milestones 	As required
		<p>Outcome (Why?): To ensure that the authorising teams can make strategic decisions.</p>		
1.5	<p>Provide coordination and content support to ensure that strategic meetings are run efficiently to maximise positive outcomes</p>			
	1.5.1	<p>Ensure that all content is strategic and action oriented</p>		
		1.5.1.1	<ul style="list-style-type: none"> Manage the curation and coordination of content and processes for War Room meetings for teams and authorisers 	Weekly
		1.5.1.2	<ul style="list-style-type: none"> Ensure that accurate minutes of all meetings are timeously provided to War Room teams and authorisers 	Weekly
		1.5.1.3	<ul style="list-style-type: none"> Support team members in their learning journey 	Daily
		1.5.1.4	<ul style="list-style-type: none"> Ensure that all outstanding items raised at the meeting are tracked before the next meetings 	Daily
		1.5.1.5	<ul style="list-style-type: none"> Ensure that the relevant allocated communications team is provided with the necessary data and information required to address both internal government and external communication Communication plans 	As required in Strategy and Plan
		<p>Outcome (why?): To mobilise the positive traction and success of projects and ensure that use of the methodology is embedded in the organization</p>		

B. 3: DUTIES OF THE POST

KPA	Process (What?)	Procedure (How?)	DUTIES/TASKS (What, How and Why)	FREQUENCY
1.6	Develop and maintain a repository of information and data related to the performance of the WCG War Room project			
	1.6.1	Ensure that datasets and performance reports are maintained in a repository		
	1.6.1.1		<ul style="list-style-type: none"> Oversee the collation of information, statistical and otherwise 	Weekly
	1.6.1.3		<ul style="list-style-type: none"> Proactively demonstrate the value of data by interfacing with relevant identified government departments to curate and manage data, with a view to them generating insightful analytical reports that add value to the members of the War Room, ensuring effective and accurate interpretation of that data. 	As required
	Outcome (Why?): To ensure that performance related data over the term is curated and evaluated to enable strategic decision making			

2.	GENERAL SUPPORT FUNCTION KPA's		
2.1	People Management		
2.1.1	Manage Human Resources: PDIA Coordination and Support Hub:		
2.1.1.1	<ul style="list-style-type: none"> Ensure adherence to both company policy and Human Resources policy and procedure. 	Daily	
2.1.1.2	<ul style="list-style-type: none"> Ensure that function staff have the required necessary competencies to undertake the functions expected of them in an efficient and effective manner while meeting the Function's overall objectives. 	Daily	
2.1.1.3	<ul style="list-style-type: none"> Develop and manage the appropriate ongoing development of all reporting staff and ensure that all performance review sessions are met. 	Annual	
2.1.1.4	<ul style="list-style-type: none"> Lead and direct staff within the function so that they are able to achieve the objectives set for them 	Daily	
2.1.1.5	<ul style="list-style-type: none"> Promote a high-performance culture within the function 	Daily	
	Outcome (Why?): To ensure that the PDIA Coordination Hub performs as per their KPIs.		
2.2	Financial Management and Procurement:		
2.2.1	Manage budgets, expenses and procurement processes relating to the War Room project		
2.2.1.1	<ul style="list-style-type: none"> Draft budgets for submission to WCG and municipalities to access funding for the War Room 	Annual / as required	
2.2.1.2	<ul style="list-style-type: none"> Report on expenditure against budget 	Quarterly	
2.2.1.3	<ul style="list-style-type: none"> Procure services and goods to support the activities of the War Room 	As required	
	Outcome (Why?): To ensure responsible and compliant financial management and practices.		

2.	GENERAL SUPPORT FUNCTION KPA's		
2.3	Fundraising:		
	2.3.1	Identify external funding opportunities to support the War Room	
	2.3.1.1	Identify possible donors / funders to subsidise additional War Room activities	
	2.3.1.2	Prepare and deliver fundraising pitches to potential donors / funders	
	2.3.1.3	Manage fundraising processes and relationships	
	Outcome (Why?): To leverage additional funding to expand on support to War Room Authorisers and teams with the goal of embedding the methodology in the culture of the organisations		

SECTION C: JOB SPECIFICATION

Skills relevant to a job include education of experience, specialised training, personal characteristics or abilities.

C. 1: ESSENTIAL REQUIREMENTS OF THE POST	
State the minimum educational qualifications and experience required to perform the job competently.	
Qualification	<p>A tertiary qualification is required.</p> <p>A Bachelor's Degree in Political Science, Public Policy, Economics, Monitoring & Evaluation, Law, Development Studies, Communications, Political or related field would be an advantage.</p>
Reasons for qualification	<p>Inherent dynamics of the position including:</p> <ul style="list-style-type: none"> • Ability to apply critical thinking and complex problem solving • Ability to assimilate and make sense of highly technical and strategic information in various sectors • Understanding of the policy, performance management and monitoring & evaluation methodologies • Understanding of the national, provincial and local government political and legislative framework and dynamics
Experience	<ul style="list-style-type: none"> • Minimum of 5 years' experience in a Legislature, Parliamentary, Legal, Public Sector, Political or related environment • Previous exposure to problem-driven, iterative and adaptive methodologies an advantage
Knowledge	Knowledge of the local, provincial and national political and legislative framework and dynamics
	Knowledge of public policy
Skills	Computer Literacy (Microsoft Word and Excel)
	Good communication Skills
	Coordinating skills
	Good writing skills
	Time management skills
	Ability to work without supervision

C. 2: VALUES, ATTITUDE AND BEHAVIOUR

An employee of WESGRO is expected to live (manifest through behaviour) the values of the organisation.

- **Results-Orientated**

- The best results are achieved from our working culture and environment.
- A good corporate culture coupled with honesty, respect and integrity for our customers, partners and colleagues stimulates excellent results

- **Service Excellence**

- Delivering what we promise and adding value beyond what is expected.
- We achieve excellence through Innovation, Passion, Learning, and Agility.

C. 3: PHYSICAL AND MENTAL REQUIREMENTS OF THE POST (Where directly relevant to performance)

PHYSICAL REQUIREMENTS OF THE POST

Physical qualifications or capacities include physical features like height, weight, chest, vision, hearing, health, age, capacity to use or operate equipment etc.

1.	Good eyesight
2.	Good health
3.	Ability to use the prescribed position tools of trade (computer/laptop; telephone, etc.)

MENTAL REQUIREMENTS OF THE POST

Mental specifications: – Mental specifications include ability to perform, to interpret data, ability to plan, reading abilities, judgment, ability to concentrate, ability to handle variable factors, general intelligence, memory etc.

1.	Excellent ability to read and write
2.	Ability to communicate well
3.	Ability to function well in a volatile and highly stressful environment
4.	Ability to function well under pressure and against tight deadlines
5.	Ability to process and understand complex and technical information
6.	Sound judgment and high decision-making ability
7.	Ability to manage conflict
8.	High attention to detail

C. 4: SPECIAL CONDITIONS ATTACHED TO THE POST

1.	Confidentiality and Discretion when dealing with confidential information
2.	Good judgment and assertiveness
3.	Persistence and persuasive skills
4.	Integrity and tenacity
5.	National, Provincial and Local Government experience
6.	All relevant legislation, ordinances, by-laws, regulations and orders
7.	Performance and Risk Management principles
8.	Financial Management principles
9.	Project Management principles
10.	Change Management and transformation
11.	Results Oriented
12.	Stakeholder Oriented
13.	Display high Values and Integrity
14.	Display high Emotional Intelligence
15.	Good interpersonal and social skills
16.	Commitment to continuous learning, self and other

SECTION D: APPROVAL OF JOB DESCRIPTION

D 1: CERTIFIED CORRECT

We the undersigned confirm that we have consulted on the content contained in the job descriptions and hereby confirm that we consider that the information contained is a correct reflection of the context of the post its content.

TITLE	NAME	SERVICE NO.	SIGNATURE	DATE
CEO				
Incumbent				

AUTHORITY AND ACCOUNTABILITY

The incumbent will adhere to WESGRO policy, strategy and procedures, regarding expenditure, asset management and media relations.

I fully understand what my duties and objectives are in terms of this job description

Signature:..... **Date:**.....

Chief Executive Officer

Signature:..... **Date:**.....