

**JULY 2010 – INTERNATIONAL NPO ORGANISATIONS’ SALARY SURVEY  
171 BENCHMARK POSITION DESCRIPTIONS**

(Includes positions where incumbents are based in South Africa but have responsibility for more than one country within the Southern African Region)

Please match the positions below to positions in your organisation and include all employees in each job category concerned when completing Appendix 2, “Remuneration Levels” schedule. Where you are unable to match a position in your organisation please state position title on the Remuneration levels form and we will do the necessary follow-up

**Please note that for ease of reference we have listed all the position codes in numerical order this year.**

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## BARGAINING COUNCIL / EMPLOYER ORGANISATIONS

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
1	<b>Secretary Of The Council / Chief Executive Officer</b>	Is responsible for all secretarial functions for the Council which includes attending meetings for drafting, the final copy and the distribution of minutes of meetings. Is also responsible for changes to the relevant bargaining council agreements and for handling all dispute resolutions and conciliations between employers and employees and any employee member grievances which may arise. May also have responsibility for the overall Fund administration procedures and investment decisions.	<b>E BAND</b>	18 - 24	851 – 2050
2	<b>Negotiations Support And Committee Manager / Section Head</b>	Responsible for providing a secretarial and support function to the Council negotiating task teams and which includes managing the coordinating and administration of all meetings and research required for negotiations	<b>D LOWER</b>	13 - 15	401 - 720
3	<b>Negotiations Support and Committee Officer</b>	Co-ordinates Council Committee meetings by arranging venues, meals and refreshments. Drafts and sends out notices, agendas and other relevant documents Keeps attendance registers. Records meeting hearings with audio equipment or in short hand. Drafts and produces final copy and distributes minutes of meetings.	<b>C LOWER</b>	8 - 11	177 - 320
4	<b>Finance and Administration or Corporate Services Manager</b>	Manages the council finance management function and ensures that effective financial controls are in place. Also administers the human resource, training and procurement functions for the Council. In addition is also responsible for the organisation's payroll function.	<b>D LOWER</b>	13 - 15	401 - 720
5	<b>Dispute Resolution Manager / Head of Department</b>	Develops and implements dispute resolution policies and procedures. Manages the case management and reporting systems for the relevant Bargaining Council. Also presents training courses on dispute resolution procedures and through the Senior Dispute Officer manages the labour law resource centre.	<b>D LOWER</b>	13 - 15	401 - 720
6	<b>Senior Dispute Resolution Officer</b>	Provides a communication administration and coordination service for dispute resolutions to all Bargaining Council parties. This includes maintaining a labour law centre for the Council, coordinating case management and dispute procedures and meetings. Also drafts and distributes agendas, notices and minutes of meetings. May also assist with the compilation of training material and problem solving initiatives.	<b>C UPPER</b>	12	321 - 400
7	<b>Case Management Disputes Officers</b>	Responsible for screening and the allocation of all council disputes that the relevant council should deal with. Depending upon the nature of the dispute allocates to the relevant conciliation arbitrator. Also co-ordinates and schedules all dispute and conciliation meetings, necessary settlements and follow-ups, etc. Prepares the necessary documentation regarding Certification of Awards (CCMA), issuing of Written Executions (Labour Court) and arbitration notifications to parties concerned. Also responsible for the preparation and record keeping of the tape registers, tapes and documentation relating to Arbitration. Also prepares statistical monthly reporting to agents.	<b>C UPPER</b>	12	321 - 400

## BARGAINING COUNCIL / EMPLOYER ORGANISATIONS

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
8	<b>Senior Inspector / Agent</b>	Responsible for managing and supervising all agents / inspectors and assistants. Through the inspector / agents and assistants is responsible for ensuring that employers and employees adhere to the relevant bargaining council agreements and labour legislation and meet the necessary regulations. Also provides advice to employers in relation to the relevant bargaining council agreement or labour legislation.	<b>D LOWER</b>	13 - 15	401 - 720
9	<b>Inspector/ Agent</b>	Responsible for ensuring that employers and employees adhere to the relevant bargaining council agreements and labour legislation and meet the necessary regulations. Also provides advice to employers and employees in relation to the relevant bargaining council agreement or labour legislation. Goes to sites and / or employer offices and ensures that all the relevant employees are registered and that the council contributions are paid. Issues compliance orders. Inspects employer wage records and enforces council agreements. Refers matters for arbitration and conciliation. Deals with employer / employee wage / benefit queries and disputes. Could also conciliate collective agreement disputes and assist the Secretary of Council with the handling of disputes.	<b>C UPPER</b>	12	321 - 400
10	<b>Assistant Inspector/ Agent</b>	Assists Inspectors / Agents with recording and investigating complaints and coordinating collective agreement conciliation meetings. Also assists with employer registrations, routine inspections, queries, translations, and general administrative functions.	<b>C LOWER</b>	8 - 11	177 - 320
11	<b>Medical Aid Claims Assessor</b>	Responsible for assessing medical aid claims. This includes the assessment, verification and follow-up of all claims, capturing of claims data on the computer, preparation of documentation required and attending to medical aid claim queries.	<b>C LOWER</b>	8 - 11	177 - 320
12	<b>Retirement Fund Clerk</b>	Carries out various tasks related to the Council Retirement Fund. This includes administering new applications, withdrawals, home loans and funeral benefits. Ensures the necessary forms and documentation are completed and authorized timeously. Deals with Retirement Fund queries, i.e. claims and the availability of funds, etc. Liaises directly with the Retirement Fund Administrators. Also issues cheques, prepares EFT payments and ensures that the related documentation is available.	<b>B UPPER</b>	7	151 - 176

**BUSINESS DEVELOPMENT / FUND RAISING / MARKETING / STAKEHOLDER RELATIONSHIPS**

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
13	<b>Fund Raising / Marketing / Business Development Manager</b>	Manages the delivery of the Fund Raising team's or organisation's fund raising targets for funds from donor communities, organisation events and other identified income streams. Identifies new fund raising opportunities, contacts and networks. Also maintains existing fundraising partner relationships to ensure that ongoing relationships are maintained and developed. May also contribute towards the development of organisation / brand awareness strategies. May also seek and identify new business opportunities for the organisation and coordinate and manage and coordinate the proposal / tender process	<b>D BAND</b>	13 - 17	401 - 850
14	<b>Stakeholder Relationship Strategist / Specialist</b>	Responsible for raising the profile of the organisation within the relevant sector by developing, implementing, maintaining and evaluating a consolidated plan that defines the relevant sector business contributions to district, provincial and national objectives and social conditions and by strengthening the cooperation and partnerships between business, government and civil society organisations	<b>D BAND</b>	13 - 17	401 - 850
15	<b>Fund Raising / Business Development Officer or Assistant</b>	Responsible for the delivery of fundraising targets in cash and in kind from identified private and institutional donors by assisting the Fund Raising / Business Development Manager or for a Region. Co-ordinates individual fund raising initiatives and events by submitting, distributing and delivering the annual events plan. Ensures compliance of organisation branding at events and maximizes fund raising opportunities. Contributes to maintaining and growing relationships with existing donor community by maintaining a computerized database of members and providing regular feedback. Prepares monthly updates of events for reports to be used in newsletters, websites and volunteer chapters. May report directly to the Fund Raising / Business Development Manager, CEO or Operations Manager.	<b>C BAND</b>	8 - 12	177 - 400
16	<b>Events Coordinator</b>	Responsible for the production of events (such as conferences, promotional events, fundraising events, etc.) for the organisation, from conception through to completion. This includes managing a budget, coordinating venues, catering, sponsorship, branding, etc.	<b>C UPPER</b>	12	321 - 400

## COMMUNITY / CHILD / YOUTH / AGED AND DISABLED CARE SERVICES

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
17	<b>Child and Youth Care Worker</b>	<p><b>Has a basic qualification in child care through the National Association of Child Care Workers or has no qualifications</b></p> <p>Duties are wide and varied and includes: the planning and preparation of meals, supervision of bedtime, mealtime and study time routines, ensuring that the children's clothing is in good condition, planning and implementing structured activities, counsels and teaches children life skills and also participates in preliminary screening and preparation of children coming into his / her care. Liaises with other professionals, institutions regarding the child or children's social and learning difficulties and progress, etc.</p>	<b>B UPPER</b>	7	151 - 176
18	<b>Teaching Aide / Assistant</b>	<p><b>No professional qualification required</b></p> <p>Assists the teacher / education specialists with the coordination of training and education provision within an institution / organisation. May also assist in identification of training needs of the children.</p>	<b>B BAND</b>	4 - 7	93 - 176
19	<b>Principal of Child / Youth Care Services</b>	<p><b>Professionally qualified, BA (Social Work) and in addition could have a qualification in basic childcare work.</b></p> <p>Coordinates, manages and supervises activities at Children's homes or in the interests of community child / youth care services. Plans and coordinates the activities of the child / youth care team and manages and utilizes all resources effectively. Also develops and presents reports to relevant stakeholders.</p>	<b>C UPPER</b>	12	321 - 400
20	<b>Qualified School Teacher</b>	<p><b>Professionally qualified Teacher</b></p> <p>Provides and / or coordinates the teaching / learning requirements of children at a children's village or home. Administers and maintains children education reports and records Also maintains and develops relationships with other teaching / learning professionals / organisations</p>	<b>C LOWER</b>	8 - 11	177 - 320
21	<b>House Organizer</b>	<p><b>No professional qualification required</b></p> <p>Responsible for running and coordinating a safe, comfortable home for disadvantaged and / or abused women and children, including ensuring that the environment is clean and secure and that basic physical and referral needs of clients are met according to available resources.</p>	<b>B BAND</b>	4 - 7	93 - 176
22	<b>Crèche / Nursery School Caregiver</b>	<p><b>No professional qualification Required</b></p> <p>Takes care of children, which involves washing, changing, feeding, toilet training, conducting stimulation programmes, giving parents feedback when receiving and handing over their children, assists with special events, e.g. family fun days, etc. Is also responsible for maintaining a clean and tidy environment.</p> <p>Could also be responsible for certain administration duties like the collection and recording of fees and children's reports.</p>	<b>B BAND</b>	4 - 7	93 - 176
23	<b>Qualified Nursery School Teacher</b>	<p><b>Professionally qualified</b></p> <p>Responsible for developing and implementing lesson plans to guide the educational development of children between the ages of 3 and 6 years old. Will instruct children in activities to promote social, intellectual and physical development and develop interpersonal and communication skills in order to prepare them for primary school education.</p>	<b>C LOWER</b>	8 - 11	177 - 320

**COMMUNITY / CHILD / YOUTH / AGED AND DISABLED CARE SERVICES**

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
24	<b>Principal of Nursery School / Crèche</b>	<b>Professionally qualified</b> Responsible for the coordination, educational and administrative requirements and activities at a nursery school / crèche. Liaises with staff and parents regarding educational and behavioural problems at the school. Recruits teachers and evaluates their performance. Plans and monitors the annual school budget. Could also perform teaching duties as necessary.	<b>C UPPER</b>	12	321 - 400
25	<b>Head or Supervisor of Auxiliary Services Department</b>	<b>Professionally qualified</b> Psychologist, Physiotherapist, Occupational Therapist, etc. who is supervising or managing other auxiliary services professionals. Coordinates case work / case studies, etc.	<b>C UPPER</b>	12	321 - 400
26	<b>Auxiliary Services Professional</b>	<b>Professionally qualified</b> Psychologist, Physiotherapist, Occupational Therapist, etc. Provides the necessary therapy to patients and makes the necessary required devices for the treatment of patients.	<b>C LOWER</b>	8 - 11	177 - 320
27	<b>Auxiliary Social Worker</b>	<b>Not a qualified social worker.</b> Assists social workers in carrying out assessments, facilitation of groups, counseling, linkage with community networks, case tracking, monitoring of cases, empowering of offenders, etc.	<b>B UPPER</b>	7	151 - 176
28	<b>Social Worker</b>	<b>Professionally qualified</b> Implements case, group and community work and general administration in the relevant home or community. Prepares the necessary reports and participates in meetings. Prepares and develops casework, formulates individual or group development plans and referrals, does counseling and formulates programs. May also supervise and be involved in training of other care workers and student social workers.	<b>C LOWER</b>	8 - 11	177 - 320
29	<b>Social Services / Social Work Supervisor</b>	<b>Professionally qualified</b> Responsible for supervising and monitoring the performance of 4 to 8 social workers and possibly other staff categories and for implementing and / or co-coordinating the program work of the organisation.	<b>C UPPER</b>	12	321 - 400
30	<b>House Mother</b>	<b>No professional qualification required</b> Takes care of up to ten children or youths in a home. Co-ordinates, provides and assists with all children / youth physical needs and referrals to qualified professionals. Liaises with other professionals, institutions regarding the child or children's difficulties and progress, etc	<b>B BAND</b>	4 - 7	93 - 176
31	<b>Patient Caregiver</b>	<b>No professional qualification required</b> Assists professional nurse or works independently either in a care institution or in the relevant community taking care of patients. Duties could include some or all of the following: washing and bathing patients, changing patient positions, assisting with serving, feeding and cutting up food, changing linen and making beds, etc.	<b>B LOWER</b>	4 - 6	93 - 150
32	<b>Stores or General Clerk</b>	Usually acts in a physical and clerical capacity, recording the receipt and the issue of goods to and from a children's or old age home or store. May operate a computer system to record transactions. Also carries out varied administrative and physical duties of a routine nature. The cycle of activities is limited and once the acceptable level of basic skill has been reached the job becomes semi repetitive.	<b>B LOWER</b>	4 - 6	93 - 150

**COMMUNITY / CHILD / YOUTH / AGED AND DISABLED CARE SERVICES**

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
33	<b>Cook / Cleaner / Messenger / Housekeeper / Filing Clerk / Laundry Assistant / Packer / Security Guard</b>	The operation of the work is completely defined. Decisions are limited to "when?" (I.e. time and speed) to carry out a task and does not materially affect the acceptable standard of performance. The learning period is short, i.e. one month or less. Competence is attained through repetition.	<b>A BAND</b>	1 - 3	50 - 92

## FINANCE

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
34	<b>Finance Controller / Executive</b>	Usually reports to the Country Director / CEO or Executive Director and has overall responsibility for the organisation or country financial accounting. Coordinates appropriate financial and management accounting, and supplies the statistical data for funders, the board, executive and management use. Within the limits set by the policy, broadly plans and makes decisions related to the implementation of the policies within the finance / administration function.	<b>E BAND</b>	18 - 24	851 – 2050
35	<b>Senior Grant Making Program Officer / Manager / Executive</b>	Directs and manages the core grant making tasks related to the foundation / trust's grant making in South Africa. Is responsible for all aspects of the grant making process, including programs research, planning and development, project initiation, proposal evaluation, grant administration and monitoring, post-grant evaluation, and advisory services to grantees in the field. Is also responsible for processing, administering and monitoring assigned grants according to the foundation / trust's policies and procedures.	<b>D UPPER / E LOWER</b>	16 - 21	721 - 1350
36	<b>Finance Manager / Company Secretary</b>	Responsible for all secretarial and statutory functions within the organisation as required by the Companies Act and other statutes and by-laws  Also manages the financial function for the organisation and is responsible for all financial accounting, policies and procedures for projects and the organisation. Coordinates the work of Accountants and other Financial Division staff engaged in maintaining and analyzing organisation accounts and financial procedures. Also liaises with other divisions / departments in the collation and preparation of budgets and reports.	<b>D BAND</b>	13 - 17	401 - 850
37	<b>Finance Manager / Economist</b>	Responsible for the entire accounting and / or administration functions, economic studies, projection of trends, developing forecasts and interpretation of economic indicators. Liaises with all departments and develops accounting and / or administrative procedures to serve all functional areas and financial management of the country, organisation or a region. Co-ordinates and controls the budgetary process and monitors the results providing all necessary financial and narrative reports timeously for funders, the board, executives and top management. Manages and coordinates the performance of accounting and / or administrative staff.	<b>D BAND</b>	13 - 17	401 - 850
38	<b>Senior Finance Officer / Financial Accountant</b>	Under the direction of the Country or organisation Finance Controller or Executive or Financial / Administration Manager monitors and maintains the country, organisation, council or association accounts, reports and audits and ensures that Funds are disbursed correctly and that all finance and audit compliance regulations are met. Could also manage and coordinate the work of Assistant Accountants, Bookkeepers and / or Accounts Clerks.	<b>D BAND</b>	13 - 17	401 - 850
39	<b>Country or Organisation Grants Manager</b>	Supports, monitors, controls and provides assistance to the organisation's partner organisation in financial accounts and managing project funds and allocations to sub grantees or community based organisations. Could also be responsible for the accounting and statutory compliance of all sub grantee or community based organisations' financial management and donor organisation budgeting and reporting.	<b>D BAND</b>	13 - 17	401 - 850

## FINANCE

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
40	<b>Grants Officer</b>	Under the management of the Grants or Finance Manager / Programs Manager carries out pre and post financial funding statutory and financial capacity assessments of sub grantee organisations. Also verifies and reviews sub grantee expenses against advances and reconciles or liquidates. Also carries out sub grantee annual audits or reviews. Could also be responsible for capacity building sub grantee organisations with financial costing and budgeting skills.	<b>C BAND</b>	8 - 12	177 - 400
41	<b>Junior Grants Officer</b>	Incumbents are responsible for a shorter process or routine, and have fewer tasks or responsibilities, than incumbents in the Grants Officer Position (GM03). Could report to a Grants Officer or to the Program Manager / Officer.	<b>C LOWER</b>	8 - 11	177 - 320
42	<b>Grants Administrator</b>	Under the supervision of the Grants Manager, maintains and updates all sub grantee information on data base and stores all related forms and correspondence, maintains and develops ongoing relationships with sub grantees, reviews grant requests, compiles documentation for review committee meetings and follows up on Review Committee decisions. Also ensures receipt of progress reports and latest audited financial statements from sub grantees, and drafts and send letters to sub grantees advising them of their annual grants.	<b>C LOWER</b>	8 - 11	177 - 320
43	<b>Finance Officer</b>	Reports directly to a Finance or Programs Executive or Manager  Assists the senior finance officer with the payment of accounts, compilation of variance reports for balance sheet items, capturing of cashbook, the preparation of monthly salaries and annual audit requirements. Deals with financial queries from management as well as service providers.  Could also be responsible for professional accounting work and preparation of trial balance and financial statements for the organisation, country, council, association or large project(s). Prepares commentary or explanations to report items. May be responsible for managing the performance of Assistant Accountants / Bookkeepers and /or Accounts Clerks.	<b>C BAND</b>	8 - 12	177 - 400
44	<b>Finance and Administration officer</b>	Assists the Senior Finance Officer or Manager with the compilation of financial variance reports, balance sheet, cash book, payroll, preparations for the annual audit, employee travel reconciliations, filing and employee personal files. Is also responsible for arranging, co-coordinating, agendas, drafting and final copy of minutes of meetings for the Finance Committee. Could also carry out various purchasing tasks.	<b>C BAND</b>	8 - 12	177 - 400
45	<b>Payroll Administrator / Officer / Practitioner</b>	Prepares and reconciles all documentation / input for processing on the payroll computerized system. Prepares and maintains all documentation relating to the payroll, PAYE, UIF, Skills development levies and COIDA contributions, medical aid and Retirement Fund records. Also assists employer and employees with any queries related to payrolls and rates of pay. May also carry out various general administration duties such as procurement, reconciling travel expenses, filing and employee record keeping. The incumbent's core function is however the payroll administration	<b>C LOWER</b>	8 - 11	177 - 320

## FINANCE

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
46	<b>Bookkeeper / Assistant Accountant</b>	Is not qualified other than by experience. Responsible for bookkeeping for the organisation, province or operating unit and takes books to trial balance by applying accounting principles and using the organisation accounting software. May supervise Accounts / Debtors / Creditors / Salaries Clerks. Usually reports to Accountant or Finance / Administration Manager.	<b>C LOWER</b>	8 - 11	177 - 320
47	<b>Specialist Finance Clerk</b>	Responsible for a specialized area of finance and / or administration and / or support. Works under limited supervision, has a variety of tasks some of which require initiative and has several years of experience. May coordinate the work of other accounts clerks and suggest minor changes to work procedures.	<b>B UPPER</b>	7	151 - 176
48	<b>Accounts / Debtors / Creditors Clerk</b>	Responsible for varied financial duties such as processing and recording payments and routine banking / accounts tasks or all aspects of the debtors and / or creditors function. This includes reconciling the appropriate ledgers and statements and other related activities.	<b>B BAND</b>	4 - 7	93 - 176
49	<b>Accounts Data Capture Clerk</b>	Assists with inputting data in the country or organisations accounting system and generating basic reports. The cycle of activities is limited and once the acceptable level of basic skill has been reached the job becomes semi repetitive.	<b>B LOWER</b>	4 - 6	93 - 150
50	<b>Internal Audit Manager</b>	Develops and manages internal audit procedures in order to protect organisation assets and resources. Reports on findings and recommends changes to accounting procedures and practices. Could have Internal Auditors reporting to him / her	<b>D LOWER</b>	13 - 15	401 - 720
51	<b>Internal Auditor or Supervisor</b>	<b>3 – 6 Years Experience</b>  Carries out audits using already established audit procedures. Prepares audit working papers and ensures that all papers are available for audits. Responsible for ensuring that proper measures for the security of cash, documents and records are being followed for areas under his / her audit. May also supervises and / or trains newly appointed Internal Auditor s	<b>C UPPER</b>	12	321 - 400
52	<b>Internal Auditor</b>	<b>0 -3 Years Experience</b>  Under the supervision of an experienced Internal Auditor and Manager assists with internal audits by checking audit procedures and procedures and for ensuring that all papers are available for audits	<b>C LOWER</b>	8 - 11	177 - 320

**GENERAL**

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
53	<b>CEO- Chief Executive Officer for a Multi-national / Country / Global Organisation</b>	<p><b>Is a member of the main board of Directors</b></p> <p>For an organisation that has operations and or conducts business in multiple countries and where each country operation would be managed by expatriates and / or staff appointed in country / local nationals and who would follow a centrally coordinated strategy and whose resources are utilized globally.</p> <p>This would be the most senior full time executive with total responsibility for the overall direction, policy implementation and organisation performance and is a member of the Board of Directors</p>	<b>F BAND</b>	25 - 26	2051 - 2350
54	<b>CEO- Chief Executive Officer for a Multi-national / Country / Global Organisation</b>	<p><b>Is NOT a member of the main board of Directors</b></p> <p>For an organisation that has operations and or conducts business in multiple countries and where each country operation would be managed by expatriates and / or staff appointed in country / local nationals and who would follow a centrally coordinated strategy and who resources are utilized globally</p> <p>This would be the most senior full time executive with total responsibility for the overall direction, policy implementation and organisation performance and is a member of the Board of Directors</p>	<b>E BAND</b>	18 - 24	851 – 2050
55	<b>CEO-Chief Executive Officer for an Organisation with Some Africa Region / International Activity Managed Tightly by the Head Office in South Africa</b>	<p><b>Is a member of the main board of Directors</b></p> <p>For an organisation that focuses mainly on South Africa but who has some Africa Region / international activity but which is managed tightly from South Africa.</p> <p>This would be the most senior full time executive with total responsibility for the overall direction, policy implementation and organisation performance and is a member of the Board of Directors</p>	<b>F BAND</b>	25 - 26	2051 - 2350
56	<b>CEO-Chief Executive Officer for an Organisation with Some Africa Region / International Activity Managed Tightly by the Head Office in South Africa</b>	<p><b>Is NOT a member of the main board of directors</b></p> <p>For an organisation that focuses mainly on South Africa but who has some Africa Region / international activity but which is managed tightly from South Africa.</p> <p>This would be the most senior full time executive with total responsibility for the overall direction, policy implementation and organisation performance and is a member of the Board of Directors</p>	<b>E BAND</b>	18 - 24	851 – 2050
57	<b>Sub-Sahara Africa or Africa Region CEO- Chief Executive Officer</b>	<p><b>May or may not be a member of the main board of directors</b></p> <p>For an organisation whose head office is in South Africa but who has operations in one or more countries in Sub-Sahara Africa or the Africa Region</p> <p>This would be the most senior full time executive with total responsibility for the overall direction, policy implementation and organisation performance and is a member of the Board of Directors</p>	<b>E / F BAND</b>	18 - 26	851 - 2350

**GENERAL**

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
58	<b>South Africa Country Director / Ambassador</b>	<p><b>May or may not be a member of the board of directors</b></p> <p>This would be for the Country Director or Ambassador for South Africa based in South Africa for an organisation who has multinational or operations in one or more countries in Sub-Sahara Africa or the Africa Region</p> <p>This is the most senior full time director who has responsibility for the direction, policy implementation and organisation performance for the South African country operation or activities</p>	<b>E BAND</b>	18 - 24	851 – 2050
59	<b>CEO – Chief Executive Officer for a State Funded / Independent NGO based in South Africa</b>	<p><b>May or may not be a member of the main board of directors</b></p> <p>For an organisation who is a single unit State Funded / Independent NGO based in South Africa</p> <p>This would be the most senior full time executive with total responsibility for the overall direction, policy implementation and organisation performance.</p>	<b>E / F BAND</b>	18 - 26	851 - 2350
60	<b>Executive - Specialized Functions based in South Africa</b>	<p><b>Not encompassed by or included in the job family position descriptions, elsewhere in this survey for a Multinational / Sub-Sahara Africa / Africa Region / State Funded or Independent NGO.</b></p> <p>Provides strategic input at board level for organisation in specialist area such as policy development, communications, strategic partnerships, corporate governance and compliance, etc.</p>	<b>E BAND</b>	18 - 24	851 – 2050
61	<b>Office / Administration Manager</b>	<p>Responsible for the overall management of all or some of the following key performance areas / functions for the organisation / embassy:</p> <p>Bookings and the coordination of travel arrangements, Procurement of goods and services Security of the organisation / embassy's grounds and / or offices Maintenance and repair of organisation grounds and / or buildings Reception and front office administration Advising on and monitoring the monthly status of expenditure, the implementation of financial and administration control in line with country, organisation or embassy policies Fixed Asset's Register Organisations / embassy's Human Resource function. Coordination and reconciliation of the payroll Organisation / Embassy's human capital training and development</p>	<b>C UPPER / D LOWER</b>	12 - 15	321 - 720
62	<b>Travel Coordinator</b>	<p>The incumbent's main function is being responsible for the organisation's / embassy's travel coordination and bookings. May also provide human resource, procurement, front office and administration support and services.</p>	<b>C LOWER</b>	8 - 11	177 - 320

## GENERAL

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
63	<b>Knowledge / Information Manager / Specialist</b>	Responsible for the knowledge and information management for the country / organisation or embassy. This includes the storage and distribution of knowledge within the country, organisation or embassy encompassing the three main areas i.e. knowledge management, database management & knowledge dissemination.  May also be responsible for editing and the quality of documentation such as reports, bulletins and tenders.	<b>C UPPER / D LOWER</b>	12 - 15	321 - 720
64	<b>Librarian / Resource Centre or Museum Coordinator</b>	Responsible for organizing the library / resource centre or museum by sourcing and / or purchasing the relevant equipment, commodities, books, journals and publications. Resources and provides a knowledge / management service to the country, organisation or embassy. May also maintains and updates the organisation website, intranet, computer directory and archiving the IT files, monitoring and controlling budgets for the resource centre, library or museum.	<b>C BAND</b>	8 - 12	177 - 400
65	<b>Membership / Events Coordinator</b>	Plans, coordinates and administers all the organisation's board, secretariat, events and member data base and related member communications This includes scheduling meetings; taking and distributing minutes; organising events for members; updating, improving and maintaining the organisation database and membership portfolio. May also update and maintain the organisation Website	<b>C BAND</b>	8 - 12	177 - 400
66	<b>Procurement Officer / Buyer / Food Sourcer</b>	Responsible for the procurement and sourcing of the country, organisation's or embassy's goods, foods and services in accordance with the regulations and laid down procurement policies and procedures. Could also be responsible for negotiating contract terms, commodity and professional service prices and fees.	<b>C BAND</b>	8 - 12	177 - 400
67	<b>Personal Assistant to Ambassador, CEO, Country, Sub-Sahara Africa and / or African Region Executive</b>	Responsible for all private confidential secretarial, filing, and reception work for the Ambassador, CEO, Country, Sub-Sahara Africa or African Region Executive This includes shorthand / dictaphone typing, the management of telephone calls visitors, appointments, travel arrangements, confidential filing and delegated routine correspondence. Requires in-depth knowledge of the organisation in order to provide the necessary information to the managers in the absence of the Ambassador / Executive. Could also be responsible for a wide range of office duties, formatting documents, the agenda's ands minutes of meetings, etc.	<b>C LOWER</b>	8 - 11	177 - 320
68	<b>Office Administrator / Specialized Administration Clerk</b>	Provides general secretarial / administrative services to the organisation. This includes filing, formatting and presentation of documents, ordering of stationery, booking and coordination of business travel arrangements, managing the outsourced service providers, etc. May also perform relief switchboard duties.	<b>B UPPER / C LOWER</b>	7 - 11	151 - 320
69	<b>Secretary / Typist To Managers and / or Executives</b>	Is responsible for varied clerical, secretarial and receptionist functions for a number of managers / executives in the organisation.	<b>B UPPER</b>	7	151 - 176
70	<b>Maintenance Supervisor</b>	<b>Qualified multi-skilled artisan</b>  Responsible for the maintenance and repairs of all organisation grounds, buildings, fittings, furniture and equipment. Is also responsible for obtaining quotations and supervising any alterations or additions to current structures, fittings, or equipment. Could work independently or be responsible for supervising the performance of a number or more junior staff.	<b>C LOWER</b>	8 - 11	177 - 320

## GENERAL

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
71	<b>Caretaker or Handyman (Semi-Skilled Maintenance)</b>	<b>Not qualified other than by experience.</b> Responsible for routine maintenance and repairs to grounds, buildings, furniture and fittings. Works independently or is part of a team carrying out a large variety of odd jobs and which do not require the attention of a qualified artisan. Could also be responsible for the organisation's buildings' and security	<b>B BAND</b>	4 - 7	93 - 176
72	<b>Front Office Receptionist</b>	Receives visitors to organisation, ascertains their requirements and directs them accordingly. Also operates the switchboard and handles incoming and outgoing calls. Records messages and may administer courier services, attendance register and leave forms. May also carry out other semi-skilled accounting, administrative, staff travel coordination, telesales and office sundries' procurement tasks.	<b>B LOWER</b>	4 - 6	93 - 150
73	<b>Driver / Chauffeur</b>	Responsible for transporting patients, staff, home residents, visitors and business associates safely to their destinations. May work for the organisation as a whole or be allocated to a program or project within the organisation. Informs passengers of arrangements and maintains a high level of personal service and courtesy. Cleans vehicles and conducts regular inspections thereof, reporting any damages or wear and tear to their immediate supervisor. May be responsible for transporting medical specimens and / or patients and assist with the loading and offloading of goods.	<b>B BAND</b>	4 - 7	93 - 176
74	<b>General Clerk (Non Financial)</b>	Carries out a variety of general physical, clerical and computer operational tasks. The batching of required documentation. Could also handle and / or field queries for documentation captured. The cycle of activities is limited and once the acceptable level of basic skills has been reached the job becomes semi – repetitive.	<b>B LOWER</b>	4 - 6	93 - 150
75	<b>Office Assistant and Relief Receptionist / Switchboard Operator</b>	Usually carries out a variety of tasks such as making tea / coffee, cleaning offices and kitchen, goes to the nearby shopping centre and purchases sundry office supplies, files, photocopies and binds documents. In addition also relieves on the Switchboard and assists with reception duties on a daily or regular basis.	<b>B LOWER</b>	4 - 6	93 - 150
76	<b>Cook / Cleaner / Messenger / Filing Clerk / Gardner / Office Assistant / Security Guard</b>	The operation of the work is completely defined. Decisions are limited to "when?" (I.e. time and speed) to carry out a task and does not materially affect the acceptable standard of performance. The learning period is short, i.e. one month or less. Competence is attained through repetition.	<b>A BAND</b>	1 - 3	50 - 92

## HUMAN RESOURCES

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
77	<b>Human Resources Executive / Senior Manager</b>	Implements organisation strategy and within the limits set by the policy, broadly plans and makes decisions related to the implementation of the policies within the human resources function for the country or organisation. Also develops implements and coordinates policies and programmes for recruitment, selection and placement, industrial relations, remuneration and benefits, conditions of service, induction, employee assistance programs, training and development and ensures consistency through the organisation.	<b>D UPPER / E LOWER</b>	16 - 21	721 - 1350
78	<b>Human Resources Manager / Generalist</b>	<b>Manages a human resources function for an organisation / country which employs more than 100 employees and reports directly to CEO, Country or Executive Director</b> Manages and coordinates all aspects of the human resources function including the development and adherence to human resource policies and procedures. Gives advice to and counsels line managers and staff. Human Resources, Industrial Relations and Training Officers and HR Administrators and or Clerks could also report to this post	<b>D UPPER</b>	16 - 17	721 - 850
79	<b>Human Resources Manager / Generalist</b>	<b>Manages a human resources function for an organisation / country which employs less than 100 employees. Could report to CEO, Country Director or Executive Director or to another organisation senior manager or executive</b> Manages and coordinates all aspects of the human resources function including the development and adherence to human resource policies and procedures. Gives advice to and counsels line managers and staff. Human Resources, Industrial Relations and Training Officers and HR Administrators and or Clerks could also report to this post	<b>D LOWER</b>	13 - 15	401 - 720
80	<b>Human Resources Generalist / Administrator</b>	<b>Reports directly to Human Resources or Finance / Programs Executive or Senior Manager</b> Provides administrative and other support within the Human Resources department or function. Usually has a wide variety of tasks such as assisting with recruitment, industrial relations, induction, employee records, remuneration and benefits and payroll processing, etc.	<b>C BAND</b>	8 - 12	177 - 400
81	<b>Human Resources Support Officer</b>	Carries out a wide range of clerical operations within the human resources function such as employee records, typing, collating and processing of documents and information, filing, payroll processing using payroll software, etc. Could also be responsible for the entire payroll function. Incumbents may have to have knowledge and / or work with a complete process or routine	<b>C LOWER</b>	8 - 11	177 - 320
82	<b>Human Resources Support Clerk</b>	Carries out a wide range of clerical operations within the human resources function such as employee records, typing, collating and processing of documents and information, filing, payroll processing using payroll software, etc.  Operations performed by incumbents do however become automatic and repetitive once an acceptable level of performance has been achieved	<b>B BAND</b>	4 - 7	93 - 176

## INFORMATION / COMMUNICATIONS TECHNOLOGY

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
83	<b>ICT Systems Executive / Coordinator</b>	Usually reports to the CEO, Country or Executive Director of the organisation and has overall responsibility for the information, communications and technology function, i.e. directs data processing systems and programming activities, including systems design and development, programming and related activities. Provides management direction and leadership in computer and communications applications, development and operations. Within the limits set by the policy, broadly plans and makes decisions related to the implementation of the policies within the ICT function.	<b>D UPPER / E LOWER</b>	16 - 21	721 - 1350
84	<b>Senior Information / Communications Technology Manager</b>	Responsible for managing a more complex and wider area network of organisation information and communications technology functions which include networking, analyzing, modifying, planning, sourcing, implementing, monitoring and developing new systems and planning the computer operations production environment. Could have junior ICT staff reporting to him / her.	<b>D UPPER</b>	16 - 17	721 - 850
85	<b>Information / Communications Technology Manager</b>	Responsible for managing all organisation information and communications technology functions which include networking, analyzing, modifying, planning, sourcing, implementing, monitoring and developing new systems and planning the computer operations production environment. Could have junior ICT staff reporting to him / her.	<b>D LOWER</b>	13 - 15	401 - 720
86	<b>Information / Communications Technology Support Officer</b>	Provides an ICT helpdesk, hardware, networking, software and training support service to organisation staff. Is proficient in problem identification and resolution. Is more software orientated but also assists with hardware networking, maintenance and support.	<b>C BAND</b>	8 - 12	177 - 400
87	<b>Network Administrator</b>	Responsible for the organisation's or country networking administration. This includes maintaining of the following: servers, anti-virus program, user accounts, mailboxes, set-up and installation of PC software, etc.	<b>C BAND</b>	8 - 12	177 - 400
88	<b>Database Administrator</b>	Responsible for the design, installation and management of database software. Will also be responsible for maintaining the database, creating backups, and monitoring the security of the database.	<b>C BAND</b>	8 - 12	177 - 400

## LEGAL

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
89	<b>Head of Litigation and Legal Services</b>	Heads the organisation's litigation and legal division / department and is either a qualified Advocate or Attorney and will be responsible for managing the organisation's legal strategies at an operational level. Responsible for managing the division / departments human resources in accordance with the organisation's performance management program and supports their development. Contributes towards the development of appropriate organisational strategies and could act as deputy in the CEO's or Executive Director's absence.	<b>D UPPER / E LOWER</b>	16 - 21	721 - 1350
90	<b>Advocate</b>	Specializes in litigation and legal opinions. Advocates do not receive "briefs" directly from clients, and thus all their work is "referred" to them by attorneys. Advocates plan, co-ordinate, control and implement the activities of the Litigation and Legal Services Unit in accordance with the mission and objectives of the organisation. Advocates have an LLB degree, followed by a year-long pupillage with an experienced advocate to learn how work is carried out in the Chambers and in the law courts. This follows an examination as a prerequisite to join the Bar.	<b>D UPPER / E LOWER</b>	16 - 21	721 - 1350
91	<b>Senior Attorney</b>	Professionally qualified Attorney who has 5 years or more legal working experience since qualifying Responsible for providing legal advice, preparation of contractual documents and litigation services. Could also be responsible for managing projects and / or programs which require legal expertise. Could be employed to handle a large range of advanced legal matters for individuals, businesses, associations and corporations related to the mission or strategic direction of the organisation. Attorneys can now also appear in the High Court, just like advocates, and can be appointed as judges to the High and Constitutional Courts. The attorney's work is not confined to pure 'legal work' but includes a broader responsibility to ensure that a matter has a maximum impact and benefit to a wider community, whilst at the same time maintaining a proper relationship with the client, be it an individual or organisation. An attorneys must first complete an LLB, then complete at least two years under a contract of articles (service at a private law firm/ state attorney) or a service contract (community service at an accredited legal aid institution), and finally write the attorney's admission examination.	<b>D UPPER</b>	16 - 17	721 - 850
92	<b>Attorney</b>	Professionally qualified Attorney who has less than 5 years legal working experience Responsible for providing legal advice, preparation of contractual documents and litigation services. Handles a large range of legal matters for individuals, businesses, associations and corporations related to the mission or strategic direction of the organisation. Attorneys can now also appear in the High Court, just like advocates, and can be appointed as judges to the High and Constitutional Courts. The attorney's work is not confined to pure 'legal work' but includes a broader responsibility to ensure that a matter has a maximum impact and benefit to a wider community, whilst at the same time maintaining a proper relationship with the client, be it an individual or organisation. An attorneys must first complete an LLB, then complete at least two years under a contract of articles (service at a private law firm/ state attorney) or a service contract (community service at an accredited legal aid institution), and finally write the attorney's admission examination	<b>D BAND</b>	13 - 17	401 - 850

## LEGAL

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
93	<b>Legal Practitioner / Advisor</b>	<p>The Legal Advisor/ Practitioner will be required to provide professional telephonic and legal assistance service to the organisation's staff, customers and other stakeholders. Legal advice &amp; assistance rendered must be aligned with the South African judicial system and principles. In addition, the incumbent will be required to assist with mediation matters, when necessary. Provides the following functions:</p> <ul style="list-style-type: none"> <li>• Provide legal and technical support and advice to operating and administrative divisions</li> <li>• Legal drafting of commercial agreements</li> <li>• Assisting with general overall management of legal agreements</li> <li>• Provide advice with regards to interpretation of legislation and regulations</li> <li>• Drafting of legal correspondence</li> <li>• Instruction and management of legal and court processes in litigation matters</li> </ul> <p>The legal practitioner / advisor usually have an LLB degree and experiential knowledge of the given organisational context. May also be a non practicing attorney or advocate.</p>	<b>D BAND</b>	13 - 17	401 - 850
94	<b>Paralegal</b>	<p>The paralegal serves as an assistant that has both legal and organisational context understanding. Prepares legal documents, including briefs, pleadings, appeals, wills, contracts, and real estate closing statements. Prepare affidavits or other documents, maintain document file, and file pleadings with court clerk. Gathers and analyses research data, such as statutes, decisions, and legal articles, codes, and documents. Investigate facts and law of cases to determine causes of action and to prepare cases. Calls upon witnesses to testify at hearing. Direct and coordinate law office activity, including delivery of subpoenas. Keep and monitor legal volumes to ensure that law library is up-to-date. Does not require an LLB degree but preferably needs to have completed some basic legal course.</p>	<b>C BAND</b>	8 - 12	177 - 400

## LOGISTICS

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
95	<b>Logistics / Supply Chain Manager</b>	Plans and coordinates the sourcing, supply, warehousing and distribution of organisation food and goods and movement from the point of origin to the point of consumption. Could be responsible for up to 200 line items of food. May also contribute to the strategic direction of the organisation.	<b>D BAND</b>	13 - 17	401 - 850
96	<b>Dispatch / Distribution Manager</b>	Plans and coordinates the dispatch of food or other goods to beneficiaries in conjunction with the warehousing department. Plans loads / itineraries that best meet the needs of prompt delivery, effective use of vehicles and fuel consumption. Could be responsible for maintaining and servicing the fleet of vehicles or by managing an outsourced delivery service provider.	<b>C UPPER / D LOWER</b>	12 - 15	321 - 720
97	<b>Warehouse / Stores / Stock Manager / Controller / Officer</b>	Responsible for ensuring optimum inventory levels and for setting and maintaining appropriate standards, controls and reporting systems. Liaises closely with the dispatch / distribution and supply chain managers. Also responsible for the physical receipt of goods / food inwards and the issue of food / goods against appropriate requisitions. Stores items in good order and also keeps the warehouse clean and tidy. Records stock movements on a computerized system.	<b>C UPPER / D LOWER</b>	12 - 15	321 - 720
98	<b>Storeman</b>	Responsible for the physical receipt of food / goods inward, weighing food / goods, and the issue of stock against appropriate requisitions. Stocks and stores items in good order and keep the warehouse clean and tidy. Records stock movements on a computerised system. .May also drive a forklift truck	<b>B BAND</b>	4 - 7	93 - 176
99	<b>Logistics Clerk</b>	Performs various clerical duties within the warehousing and / or distribution functions. Ensures that dispatch details are recorded and submitted for goods received notes, or are filed. May also record the receipt and dispatch of goods and may assist with issuing food or other goods according to requisitions. Also prepares goods / food for dispatch and ensures that the goods / food reach their destination. May assist with stock taking.	<b>B BAND</b>	4 - 7	93 - 176
100	<b>Heavy Duty Truck Driver</b>	Drives heavy vehicles (not in excess of 16 000kgs) on public roads and holds a code 10 drivers license. Responsible for collecting goods or food from donor organisations / individuals for delivery to food banks or stores. Delivers pre-packed food or goods to beneficiary organisations / individuals. Also verifies that the food / goods that are delivered to beneficiaries correspond with the dispatch forms. Could also assist with food or goods sorting and packing.	<b>B LOWER</b>	4 - 6	93 - 150
101	<b>Food or Goods Packer / Sorter / Picker / Load Assembler</b>	Sorts, picks, weighs, cleans and packs food / goods into appropriate containers, cartons or boxes against product specifications or customer dispatch forms. Responsible for ensuring that the correct packaging is used, the appropriate documentation is included and that the cartons and / or boxes are appropriately secured. Works under direct supervision and has the ability to read and write.	<b>A BAND</b>	1 - 3	50 - 92

## MEDIA / ADVOCACY / COMMUNICATIONS

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
102	<b>Media and Advocacy Manager / Officer</b>	Develops and supports networking strategies with relevant stakeholders in support of “access to information” strategies for the Sector. Lobbies government, business and other relevant organisations to influence policy development on the “rights to access to information”, monitors media freedom violations and issues in South Africa. Defines the media strategy for the organisation and build opportunities for media liaison and engagement and researches, compiles and writes material “alerts” on topical issues for distribution to the sector.	<b>D BAND</b>	13 - 17	401 - 850
103	<b>Communications Manager / Coordinator</b>	Responsible for coordinating the development, implementation, management, reporting and evaluation of the organisation’s International, National and Provincial Annual Communications Plan.  Also contributes towards enhancing the organisation public profile and for enhancing, managing and maintaining the members and other stakeholder data bases	<b>D BAND</b>	13 - 17	401 - 850
104	<b>Communications Officer</b>	Tracks and reports on all developments and plans, draft s and designs and / or edits all communication tools for the organisation country or organisation provinces. Provides technical or mentoring support directly to the relevant executive or manager in consultation with a more senior organisation Communications Manager, Executive or CEO  May also contribute to enhancing and maintaining relationships with the community and media and when required will serve as an alternative for multi-sectoral stakeholder engagements.	<b>C BAND</b>	8 - 12	177 - 400
105	<b>Publications Officer / Journalist</b>	Writes press releases and articles for in-house purposes and the media. Has knowledge of the media. Identifies opportunities for enhanced or improved communications with organisation stakeholders. Facilitates the production and quality assurance of all organisational material in accordance with organisational branding. May also keep organisation website and contents updated and relevant on a regular basis.	<b>C BAND</b>	8 - 12	177 - 400

## MEDICAL

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
106	<b>Health Care Operations or Program Officer / Manager / Executive</b>	<p><b>Professionally qualified medical practitioner or specialist</b></p> <p>Could also contribute to the strategic direction of the organisation, country or region and develops and implements scope of work and related operational policies and procedures. Also manages all fiscal issues and provides operation planning, budgeting and assessment.</p>	<b>E BAND</b>	18 - 24	851 – 2050
107	<b>Medical Doctor Managing a Small Hospital / Division of a Hospital Or Clinic</b>	<p><b>Professionally qualified medical practitioner</b></p> <p>Responsibility for managing or supervising a clinic, small hospital with between 50 - 100 patients or a division of a hospital. Ensures that all medical and auxiliary procedures are carried out according to laid down procedures. Responsible for maintaining delivery of high quality medical care and the efficiency of all services provided at the health centre / clinic. Ensures patients access various diagnostic tests, analyses and evaluates medical procedures and promotes good clinical outcomes in accordance to standard guidelines. Provides leadership in analyzing reports, tests, examinations and referrals to medical practitioners for specialized treatment. Prepares required reports and manages / supervises the hospital or clinic human capital in accordance with the organisation's performance management program.</p>	<b>D BAND</b>	13 - 17	401 - 850
108	<b>Medical Officer / Physician or a Manager of a Small Hospital / Division of a Hospital or Clinic</b>	<p><b>Professionally qualified medical practitioner</b></p> <p>Provides clinic and / or hospital care to both pediatric and adult clients. Maintains productivity standards by coordinating patient scheduling. Examines diagnosis and treats diseases / injuries of infants, children and adults. Determines the need for x-rays and clinical laboratory tests. Interprets examination findings and test results and refers patients to medical specialists and other practitioners for specialized diagnosis and treatment.</p> <p>Could also be responsible for managing or supervising a clinic, small hospital with up to 50 patients or a division of a hospital. Ensures that all medical and auxiliary procedures are carried out according to laid down procedures.</p>	<b>D BAND</b>	13 - 17	401 - 850
109	<b>Medical Specialist / Physician</b>	<p><b>Professionally qualified medical practitioner with specialization</b></p> <p>Such as gynecologist, obstetrician, pediatrician, dermatologist, surgeon, urologist, pulmonologist, oncologist, ENT, etc.</p>	<b>D BAND</b>	13 - 17	401 - 850
110	<b>Pharmacy Manager</b>	<p><b>Professionally qualified Pharmacist</b></p> <p>Manages all aspects of a pharmacy by maintaining established policies and procedures related to quality assurance, security of controlled substances, and the disposal of hazardous waste drugs, data collection of clients and pharmaceuticals and which includes assigning duties to pharmacy staff. Reviews prescriptions issued by AHF providers and ensures appropriate interactions with clients. Assists in the preparation of drug forecasts and prepares variance and statistical and monthly reports. Responsible for managing the performance of Pharmacy staff</p>	<b>D BAND</b>	13 - 17	401 - 850

## MEDICAL

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
111	<b>Professionally Qualified Pharmacist</b>	<b>Professionally qualified Pharmacist</b> Prepares, fills and compounds drug orders by physicians and other authorized personnel. May supervise Pharmacy Assistants engaged in mixing, packing and labeling pharmaceuticals. Review prescriptions and answers questions and provides information to patients and providers on drug integrations, side effects, dosage and storage of pharmaceuticals. Maintains established policies and procedures concerning quality assurance, security of controlled substances and the disposal of hazardous waste drugs. Maintains the appropriate patient data collection and inventory of all pharmaceuticals and supervises or personally carries out a monthly stock count. Provides weekly adherence reports and ensures timely delivery and distribution of pre-dispensed drugs	<b>C BAND</b>	8 - 12	177 - 400
112	<b>Pharmacy Assistant</b>	Assists the Pharmacist in processing all medication orders or prescriptions by processing and mixing pharmaceutical preparations and filling bottles with prescribed tablets and caplets. Assists with the retrieval of timely drug information and patient details for prescription and billing processing. Receives and stores incoming supplies, counts stocks and enters data into computer to maintain inventory records. Types labels for bottles.	<b>B BAND</b>	4 - 7	93 - 176
113	<b>Nurse Clinical Officer / Education Coordinator</b>	<b>Professionally qualified nurse with a degree / diploma in nursing</b> Responsible for the implementation of activities for the expansion of ART / Palliative / OVC site support services accreditation and the use of standards based management and that the capacity is developed to measure improve and sustain quality services through accredited / support sites in South Africa	<b>C UPPER</b>	12	321 - 400
114	<b>Patient Case Coordinator or Triage Nurse</b>	<b>Professionally qualified nurse with a degree / diploma in nursing</b> Assesses and ensures that patient triage is coordinated and that there is a link between clinical, psychosocial and laboratory activities by communicating and assisting other medical professionals with regard to patient care, change in condition, refill requests, patient incidents, participates in case management and down referral activities and ensures continuity of patient care	<b>C BAND</b>	8 - 12	177 - 400
115	<b>HIV / AIDS Counselor</b>	<b>Professionally qualified nurse with a degree / diploma in nursing</b> Provides counseling and psychological support to clients and which includes pre and post voluntary HIV testing. Carries out rapid HIV testing on patients who have consented to testing. May also participate in mass HIV testing and campaigns. Facilitates the link between HIV diagnosis, patient care support and treatment. Provides ongoing psychosocial counseling to patients and family members. Could be responsible for the entire HIV / AIDS process	<b>C BAND</b>	8 - 12	177 - 400
116	<b>HIV / AIDS Counselor</b>	<b>Not qualified other than by experience</b> Provides pre and post HIV / Aids advice and counseling to patients and family members. Is only responsible for some activities of the entire HIV / AIDS process	<b>B BAND</b>	4 - 7	93 - 176
117	<b>Medical Laboratory Technician</b>	Analyses and tests medical laboratory specimens. May also be tasked with other research analysis tasks. Maintains laboratory equipment and records and supervises unqualified laboratory staff	<b>C BAND</b>	8 - 12	177 - 400

## MEDICAL

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
118	<b>Assistant Laboratory Technician</b>	Assists the laboratory technician(s) with specimen data and information handling by ensuring that specimens are correctly labeled, prepares specimens for testing, and captures all data into the computer system. Also sorts, processes, exports and prints results.	<b>B BAND</b>	4 - 7	93 - 176
119	<b>Matron</b>	<b>Professionally qualified / degreed matron</b> Responsible for all nursing services and / or procedures for a hospital or a division of a large hospital and ensures that professional nursing care is rendered in accordance with the scope of practice laid down by the Nursing Act. Also manages and supervises the performance of other professional nurses and support staff	<b>D BAND</b>	13 - 17	401 - 850
120	<b>Professional Nurse / Sister</b>	<b>Registered State Nurse or equivalent</b> Works independently or assists a senior professional nurse with the overall management and support required for the effective functioning of a ward or section. Could also be responsible for deputizing for the senior professional nurse or nursing services manager during his / her absence. Also uses and maintains relevant medical equipment.	<b>C LOWER</b>	8 - 11	177 - 320
121	<b>Senior Professional Nurse</b>	<b>Registered State Nurse or equivalent</b> Is responsible for the effective functioning of a ward or area and ensures that professional nursing care is rendered in accordance with the scope of practice laid down by the Nursing Act. Manages and supervises the performance of subordinates.	<b>C UPPER</b>	12	321 - 400
122	<b>Nursing Assistant</b>	Assists in rendering nursing care in accordance with the scope of practice laid down by the Nursing Act. Does rounds in order to monitor patients, surveys incidents and ensures that patient dietary requirements are met. Completes and maintains relevant patient documentation. Uses and maintains relevant medical equipment.	<b>B BAND</b>	4 - 7	93 - 176
123	<b>Medical Monitoring and Evaluation Officer / Coordinator</b>	Provides a monitoring and evaluation service to the organisation, program or project related to data collection, data quality assurance, generates reports from sites and summarizes collated data for organisation, program or project staff. This could include the development of standardized monitoring and evaluation plans, tools, performance indicators, reporting formats and procedures, providing relevant technical advice and assistance, assisting or personally training data collection field workers / capturers, coordinating monitoring and data collection and building capacity were required	<b>C UPPER / D LOWER</b>	12 - 15	321 - 720
124	<b>General Medical Assistant</b>	Cleans building floors and restrooms, empties waste bins, cleans windows, glass petitions and mirrors. Cleans medical examination rooms, changes doctor's coats, and examination room linen on a regular basis. Cleans all medical equipment daily with disinfectant. Also sprays insecticides and fumigants to prevent insect and rodent infestation. Requisitions supplies and equipment needed for cleaning and maintenance duties. Reports anything in need of repair, maintenance or replacement to the office manager. May also prepare refreshments for management and visitors	<b>A BAND</b>	1 - 3	50 - 92

## MONITORING AND EVALUATION

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
125	<b>M&amp;E Executive</b>	Responsible for the implementation of the M&E strategy, development, implementation, plans, program systems / data quality assurance policies for the organisation or country. Also in collaboration with other organisation Executives, Program / Project Managers, develops program plans for budgets, timelines, staffing, etc.	<b>E BAND</b>	18 - 24	851 – 2050
126	<b>Senior M&amp;E Manager</b>	Directs and manages the M&E Division and / or department for the organisation or country for a number of programs and / or projects and ensures the development, implementation and quality assurance of all M&E functions and the cycle of activities. Will be responsible for the performance and development of all M&E division / department staff	<b>D UPPER</b>	16 - 17	721 - 850
127	<b>M&amp;E Manager</b>	Manages the M&E Division and / or department for the organisation or country for a limited number of programs and / or projects and ensures the development, implementation and quality assurance of all M&E functions and the cycle of activities. Will be responsible for the performance and development of the M&E division / department staff	<b>D LOWER</b>	13 - 15	401 - 720
128	<b>Senior M&amp;E Advisor</b>	<b>A high level specialist</b> Provides high levels technical advice, support and assistance to Program / project development, implementation and quality control assurance of M&E systems and activities that support programme / project implementation, programmatic decision-making, and results reporting to the organisation and donors. In addition contributes to the development of abstracts, papers, proposals and presentations.	<b>D BAND</b>	13 - 17	401 - 850
129	<b>M&amp;E Advisor / Specialist</b>	Provides technical advice, support and assistance to Program / project development, implementation and quality control assurance of M&E systems and activities that support programme / project implementation, programmatic decision-making, and results reporting to the organisation and donors. Could also contribute to the development of abstracts, papers, proposals and presentations. Works within the full process of M&E activities	<b>C BAND</b>	8 - 12	177 - 400
130	<b>M&amp;E Information Officer</b>	Assists with and / or supports the development and implementation of the M&E data management systems that compile, monitor and evaluate information and treatment / palliative care interventions by inputting, transferring and updating data, extracting basic reports and ensuring the quality of data for all organisation or country programs / projects. Also stores, files, backs-up and secures all monitoring and evaluation data. Will not work within the full process of M&E	<b>C LOWER</b>	8 - 11	177 - 320

## OPERATIONS / PROGRAMMES / PROJECTS

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
131	<b>Operations or Program Executive / Deputy Director or Senior Manager</b>	<p><b>Reports directly to the CEO / Executive or Country Director</b></p> <p>Manages the implementation of the organisation's strategies at an operational level. Effectively manages the activities of assigned human resources and supports their development. Contributes towards the development of appropriate organisational strategies. Could act as deputy in the CEO's, Executive or Country Director's absence. May also have overall responsibility for a Program or theme such as HIV / Aids, Food Security, Agriculture, Education, Business Development, etc. Manages a number of projects within an organisation or country. Incumbents in these positions must be able to understand the organisations overall long term plans, programs and budgets so that they can make them work in their area of control.</p>	<b>E BAND</b>	18 - 24	851 – 2050
132	<b>Project / Programs / Manager</b>	<p>Usually a report to an Operations or Programs Executive or Senior Manager and is responsible for co-ordinating and managing one or a number of projects within a country, province or for the organisation as a whole. Is also responsible for overseeing the ongoing development, planning, coordination, implementation, monitoring and evaluation, building strategic relationships, quality assurance and administration of the program or project(s) in accordance with own and donor organisation, district, local or national government and / or consortium requirements. Could be responsible for a number of program / project staff.</p>	<b>D BAND</b>	13 - 17	401 - 850
133	<b>Senior Programs or Operations Specialist</b>	<p>Under the direction of a Operations Executive or Programmes or Project Manager works as a specialist and provides strong advice to operations / programs staff and / or is responsible for recommending and developing policies, procedures and quality standards for operational activities related to the organisation in accordance with own and donor organisation(s), district, local and national government requirements. Examples include Nutrition, Food Security, HIV / Aids, Agriculture, Child Psychology, Capacity Building, Monitoring and Evaluation, Statistics, Psychometrics, etc.</p> <p>Incumbents in these positions usually have no subordinates or line management responsibility and are specialists in their area of expertise.</p>	<b>D BAND</b>	13 - 17	401 - 850
134	<b>Programs or Operations Specialist</b>	<p>As a specialist provides in his / her functional area provides advice to operations / programs staff and / or provides input into programs / projects development and / or operations in his / her specialist area. Examples include Nutrition, Food Security, HIV / Aids, Agriculture, Child Psychology, Capacity Building, Education Curriculum, Statistics, etc.</p> <p>Incumbents in these positions usually have no subordinates or line management responsibility and are specialists in their area of expertise.</p>	<b>C BAND</b>	8 - 12	177 - 400
135	<b>Senior Project Officers / Coordinators</b>	<p>Under the management of the Programmes or Project Manager assists with the ongoing identification, development, planning coordination, implementation, operations, building strategic relationships, quality assurance and administration of the program or project(s), etc. in accordance with own and donor organisation, district, local or national government and / or consortium requirements.</p> <p>Incumbents must be professionally qualified, i.e. professional nurse, social worker, accountant, paralegal caseworker, urban planner, etc. Incumbents are however responsible for a longer process or routine and have a bigger variety of tasks or responsibilities.</p>	<b>C UPPER</b>	12	321 - 400

## OPERATIONS / PROGRAMMES / PROJECTS

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
136	<b>Project Officer / Coordinator</b>	Under the management of the Programmes or Project Manager assists with the ongoing identification, development, planning coordination, implementation, operations, building strategic relationships, quality assurance and administration of the program or project(s), etc. in accordance with own and donor organisation, district, local or national government and / or consortium requirements.  Incumbents must be professionally qualified, i.e. professional nurse, social worker, accountant, paralegal caseworker, urban planner, etc. Incumbents are responsible for a shorter process or routine and have fewer responsibilities	<b>C LOWER</b>	8 - 11	177 - 320
137	<b>Commodity Tracking Officer</b>	Under the management of the Project Manager or Coordinator ensures the timeous delivery, the correct quantity and quality of commodities are distributed to eligible beneficiaries at the various area or district distribution points in accordance with own and donor organisation, district, local and national government requirements	<b>C BAND</b>	8 - 12	177 - 400
138	<b>Commodity Tracking Support</b>	In conjunction with the commodity tracking officer or project manager or coordinator provides administration and / or logistical support for the distribution and of commodities to eligible beneficiaries at the various area or district distribution points in accordance with own and donor organisation, district, local and national government requirements	<b>B BAND</b>	4 - 7	93 - 176
139	<b>Capacity Building / Training and Development Manager</b>	Manages and coordinates the identification, development, implementation and evaluation of training for all organisation or country programs, CBO organisations and organisation employees in accordance with the contractual obligations of own and donor organisations'. Usually reports directly to the CEO, Country or other Executive	<b>D BAND</b>	13 - 17	401 - 850
140	<b>Senior Trainer / Development Officer</b>	Under the management of the Program or Projects Executive or Manager identifies, develops and capacity builds community based organisation members. Also monitors and evaluates that these organisations fulfil their obligations and meet agreed targets in accordance with community based organisation contracts. Could collect, collate and compile the necessary reports in accordance with own and donor organisation, district, local or national government and / or consortium requirements.  Incumbents are responsible for a long process or routine and which usually involves the identification, development, implementation, monitoring and evaluation of training and development for the organisation's programs, projects and / or own employees'	<b>C UPPER</b>	12	321 - 400
141	<b>Trainer Development Officer</b>	Under the management of the Program or Projects Executive or Manager identifies, develops and capacity builds sub grantee or community based organisation members. Also monitors and evaluates that these organisations fulfil their obligations and meet agreed targets in accordance with sub grantee or community based organisation contracts. Could prepare the necessary reports in accordance with own and donor organisation, district, local or national government and / or consortium requirements.  Incumbents are responsible for a shorter process or routine and have fewer responsibilities and which usually only involves the coordinating and implementing of training programs for the organisation's programs, projects and / or own employees'	<b>C LOWER</b>	8 - 11	177 - 320

## OPERATIONS / PROGRAMMES / PROJECTS

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
142	<b>Program / Project Administrator or Assistant</b>	Responsible for providing administration and / or financial support to the program or project work of the organisation or a province. Responsibilities could also include maintaining and updating the relevant database, the compilation of documentation, monitoring approved grants, contractual agreements, partnership management procedures and the effective use of resources in accordance with own and donor organisation, district, local or national government and / or consortium requirements	<b>C LOWER</b>	8 - 11	177 - 320
143	<b>Functions / Workshops / Events Coordinator</b>	Assists the operations or programs staff with planning, co-coordinating and administering training and development initiatives / functions / workshops and events. Carries out a wide range of coordination, administration and public relation duties. Makes, secures or follows-up on bookings, ensures maximum utilization of facilities, welcomes guests, etc. Coordinates and may supervise food and beverage requirements. May also organize and coordinate presenters, air flights, payments, accommodation and transport.	<b>C LOWER</b>	8 - 11	177 - 320
144	<b>Operations / Programs / Project Intern</b>	Under the mentorship of Operations / Programs / Project Management or Officers assists with various administration and operations tasks. This could include assisting with research required for program development and implementing and providing logical assistance at capacity building workshops or in the field, etc.	<b>C LOWER</b>	8 - 11	177 - 320

## TRAINING AND DEVELOPMENT / CAPACITY BUILDING / LEARNER SHIPS

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
145	<b>Capacity Building / Education and Development Manager / Officer</b>	<p><b>A graduate or diploma holder and / or qualified by considerable experience</b></p> <p>Manages the identification, development, implementation and evaluation of training for the organisation's programs, CBO organizations, members and certificated learner ships and the organisation's employees in accordance with the contractual obligations of donor organizations', association and / or council</p>	<b>D LOWER</b>	13 - 15	401 - 720
146	<b>Senior Skills Development Facilitator</b>	<p><b>A graduate or diploma holder</b></p> <p>Develops training and development requirements. Designs learning materials in outcomes based format and sources appropriate training programmes. Delivers or assists with the implementation of training and development. Evaluations the effectiveness of training and development on individuals / organisation / industry. Works with a longer cycle of activities and may also be responsible for the coordination of other skills development facilitators / instructors / learn ships</p>	<b>C UPPER</b>	12	321 - 400
147	<b>Skills Development Facilitator</b>	<p><b>A graduate or diploma holder</b></p> <p>Develops training and development requirements. Designs learning materials in outcomes based format and sources appropriate training programmes. Delivers or assists with the implementation of training and development. Evaluations the effectiveness of training and development on individuals / organisation and / or industry</p>	<b>C LOWER</b>	8 - 11	177 - 320
148	<b>Training and Development Instructor</b>	<p>Responsible for the presentation of prescribed / developed training courses to impart skills / knowledge / development either in house or to communities. May also assist with testing, monitoring and evaluating training results</p>	<b>B BAND</b>	4 - 7	93 - 176
149	<b>Capacity Building Administrator / Coordinator</b>	<p>Provides an administration support and maintenance service to the capacity building function for the organisation / country / council / membership, etc. Captures all relevant data into the database and may also be responsible for all learner / student workshop / lecture bookings, coordination, invoicing and administration.</p>	<b>C LOWER</b>	8 - 11	177 - 320

## RESEARCH

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
150	<b>Executive / Senior Research Manager</b>	Responsible for providing strategic input into all phases of the research cycle and for developing and managing all phases of the internal and external research cycles. This includes identification, methodology to be used, design, data capture and data collection, design and instrumentation, analysis and reporting, publication in an accredited journal as a co or main author	<b>D UPPER / E LOWER</b>	16 - 21	721 - 1350
151	<b>Specialist or Generalist Research Manager / Officer</b>	Under the management of a Research or Operations Executive or Manager carries out all or most phases of the research cycle. This includes identification, methodology to be used, design, data capture and data collection, design and instrumentation, analysis and reporting, publication in an accredited journal as a co or main author. May also evaluate and monitor the organisation's programmes in the field and coordinate the collection of information from operations staff. Inputs or supervises the inputting of data and generates the necessary reports.	<b>D LOWER</b>	13 - 15	401 - 720
152	<b>Research Support Officer</b>	Under the management of a Research Manager / Officer or relevant Operations / Project / Programs Manager provides assistance in the development and co-ordination of some of the phases of the research cycle. This could include supervising and training human resources fieldworkers, data collection, analysis, quality control, administration and report writing.	<b>C BAND</b>	8 - 12	177 - 400
153	<b>Research Field Officer</b>	Carries out interviews with the relevant communities and completes pre-designed questionnaires. May also be responsible for inputting the data from the questionnaires into the relevant computer system or carrying out various other related administration duties	<b>B BAND</b>	4 - 7	93 - 176
154	<b>Research Intern</b>	Under the mentorship of the Research Manager or Research Support Officer assists with carrying out research and interviews in the field. Also carries out various other administration duties. Will have completed theoretical studies and requires work experience in order to get degree / qualification.	<b>C LOWER</b>	8 - 11	177 - 320

## REGIONAL POSITIONS

Position Code	Position Title	POSITION DESCRIPTION	MODAL GRADES		
			Paterson	Task	Hay
155	<b>Regional Human Resources Executive / Director</b>	Implements organisation strategy and within the limits set by the policy, broadly plans and makes decisions related to the implementation of the policies within the human resources function for the Region. Also develops implements and coordinates policies and programmes for recruitment, selection and placement, industrial relations, remuneration and benefits, conditions of service, induction, employee assistance programs, training and development and ensures consistency through the relevant countries	<b>E BAND</b>	18 - 24	851 - 205 0
156	<b>Regional Human Resources Manager / Coordinator</b>	Responsible for implementing and coordinating all human resources functions in accordance with established policies and procedures in the Region This includes processing of payrolls, recruitment, selection and placement, performance management, training and development, industrial relations, remuneration strategy, administering all employee benefits and allowances and for ensuring compliance for all labor and tax legislation	<b>D BAND</b>	13 - 17	401 - 850
157	<b>Regional Logistical / Supply Chain Manager / Coordinator</b>	Plans and coordinates the sourcing, supply, warehousing and distribution of organisation food and goods and movement from the point of origin to the point of consumption for the Region. Could be responsible for up to 200 line items of food. May also contribute to the logistics / supply chain management strategic direction of the region	<b>D BAND</b>	13 - 17	401 - 850
158	<b>Regional Media and Advocacy Manager / Coordinator</b>	Develops and supports networking strategies with relevant stakeholders in support of "access to information" strategies for the Region. Lobbies government, business and other relevant organisations to influence policy development on the "rights to access to information", monitors media freedom violations and issues in the Region. Could also be responsible for contributing to the media strategy for the region / organisation	<b>D BAND</b>	13 - 17	401 - 850
159	<b>Regional M&amp;E Manager / Coordinator or Advisor</b>	Coordinates all provides specialist input and advice for all M&E functions for the region for a number of programs and / or projects and countries and ensures the development, implementation and quality assurance of all M&E functions and cycle of activities.	<b>D BAND</b>	13 - 17	401 - 850
160	<b>Regional Health Care Operations or Program Manager / Coordinator</b>	<b>Professionally qualified medical practitioner or specialist</b> Develops and implements the Regional scope of work and related operational policies and procedures. Also manages all fiscal issues and provides programmes / projects planning, budgeting, assessment and coordination of medical / human resources	<b>D BAND</b>	13 - 17	401 - 850
161	<b>Regional Communications And Publications Coordinator</b>	Responsibilities include the delivery of the organisation's communications strategy, the publication of technical material according to the regional annual work plan and the identification, procurement, administration and quality control of consultant contracts. Coordinates and manages the collection, writing, publication, and distribution of all technical and public relations material for the organisation within the Region. May also write press releases and articles for in-house purposes and the media. Has knowledge of the media. Identifies opportunities for enhanced or improved communications with organisation stakeholders. Facilitates the production and quality assurance of all organisational publications and exhibits at international conferences and meetings in accordance with organisational branding. May also be responsible for maintaining and updating the organisation website	<b>D BAND</b>	13 - 17	401 - 850

162	<b>Regional Stakeholder Relationship Strategist / Specialist</b>	Responsible for raising the profile of the organisation within the region's relevant sector by developing, implementing, maintaining and evaluating a consolidated regional plan that defines the relevant sector business contributions to country objectives and social conditions and by strengthening the cooperation and partnerships between business, government and civil society organisations	<b>D BAND</b>	13 - 17	401 - 850
163	<b>Regional Monitoring and Evaluation Coordinator</b>	Responsible for the implementation of the organisations performance monitoring framework within the Southern African Region as well as for the development, co-ordination, and technical support to action research activities conducted by the programme. In addition, provides professional support to partner organisations for the development of their own monitoring and evaluation systems and procedures. Responsibilities could also include all activities related to the collection, analysis and presentation of the organisation's performance monitoring information, all activities related to the implementation of programs action research agenda and to building the organisations' partners' capacity in monitoring and evaluation.	<b>D BAND</b>	13 - 17	401 - 850
164	<b>Regional Policy and Country Support Coordinator</b>	Responsible for implementing the organisation's expansion of programs to new locations or countries participates in project case conferences and visits and develops partnership agreements. Also provides technical, administrative, coordinating and mentoring support to country offices. In conjunction with project partners undertakes baseline surveys and provide relevant support required. Coordinates and arranges country level consultative meetings including advisory committee and annual partner meetings in new countries. Also assists the Executive/Director responsible for policy to maintain close links with Donor Representatives in new countries by providing them with regular updates of the organisation developments and activities in the relevant countries.	<b>D BAND</b>	13 - 17	401 - 850
165	<b>Regional Programme Officer</b>	Usually work in consultation with the Regional Program / Theme Coordinator or Programs Directors and supports and monitors all Regional program or theme activities by providing technical and mentoring support directly to the relevant country program officers in consultation and in conjunction with the Regional Program or Theme Coordinators	<b>D BAND</b>	13 - 17	401 - 850
166	<b>Regional Communications and Publications Officer</b>	Usually works in consultation with the Regional Communications and Publications Coordinator or other Senior Manager and / or Director and is responsible for supporting and monitoring all Southern African Region communications and publication activities by providing technical and mentoring support directly to the relevant country offices in consultation and in conjunction with the Regional Program or Theme Coordinator of other Manager or Director	<b>D BAND</b>	13 - 17	401 - 850
167	<b>Regional Financial (Grants) Monitoring Officer</b>	Reports directly to a Director for Finance and Administration or Chief Finance Officer and is responsible for supporting the organisation's partner organisations in the accounting of projects funds to organisations by monitoring and controlling the use of organisation funds by partner organisations. Develops and provides training in financial accounting techniques and procedures to Financial or Grants Monitoring Officers in other countries within the Southern African Region. Also provides support to the Country Programme Officers in the management of partner contracts and grants.	<b>D BAND</b>	13 - 17	401 - 850
168	<b>Regional Office Accounts Officer</b>	Usually reports directly to the Regional Finance Coordinator and assists in managing the regional financial accounts by preparing cash payments, cheques, money transfers, the reconciliation of accounts, inputting properly receipted expenditures in the appropriate accounts ledgers, the processing of travel expense claims, and the preparation of financial reports in accordance with laid down organisation procedures. Could also be responsible for assisting with the organisation payroll.	<b>C BAND</b>	8 - 12	177 - 400

169	<b>Region Information, Communications Technology Support Officer</b>	Usually reports directly to the Regional Information Technology And Communications Systems Coordinator and assists by providing help desk and onsite technical support to ensure the optimal functioning of all information and communications technology functions at the organisation's regional and relevant country offices. This includes the installation, maintenance, trouble shooting, configuration and support of organisation hardware, equipment and software programs training, and managing central computerised filing systems and databases, configuring and supporting the organisation's Local Area Network at the Regional and Country Offices and Wide Area Networks in close liaison with various service providers. Also provides first line support to users at both the Regional and Country Offices.	<b>C BAND</b>	8 - 12	177 - 400
170	<b>Secretary / P A to Executives</b>	Provides administrative and secretarial support to the organisation's Regional Executive, Deputy and other functional Executive Directors. This includes the coordinating and administrating their diaries, meetings, official visits to the organisation, travel arrangements, expense accounts, administering the filing system and drafting regular correspondence. May also coordinate the organisations participation at international / regional meetings and conferences. Drafts minutes and produces reports of meetings as required. May also deal with routine correspondence	<b>C BAND</b>	8 - 12	177 - 400
171	<b>Regional Office Programme / Operations Assistant / Administrator</b>	Responsible for all logistical, administrative, and secretarial tasks related to the operation of the regional programs or operations unit. Develops, administers and coordinates the management of a uniform filing system in conjunction with the Regional programs or operations team according to the organisation laid down standards. Coordinates and arranges meetings and workshops related to the unit such as regional stakeholder consultations and planning workshops. Contributes towards the development and maintains a relevant Regional database of all organisation publications, distributions to country offices etc. May also assist the monitoring and evaluation team with the compilation of data.	<b>C BAND</b>	8 - 12	177 - 400