JOB PROFILE

POSITION DESCRIPTION	
Position Title	**Chief Executive Officer**
Purpose	The position is responsible for the overall strategic leadership and management of the National Development Agency according to the requirements set forth by the National Development Agency Act, as amended, and all other legislation applicable to Schedule 3A Public Entities. This position provides strategic leadership, accountability and direction for all programmes of the NDA mandate, to ensure the effective coordination, integration and impact of programmes. It also ensures that the Agency has effective and efficient policies, systems and procedures that are compliant to laws and prescripts that are applicable to the Agency.
Division	Office of the CEO
Reports To	NDA Board Chairperson
Position location	Head Office
Peromnes Grade	3
Number of Direct Reports	10

POSITION REQUIREMENTS	
Minimum Qualification	Post Graduate Degree (NQF level 8) in Public Administration or Management / Business Management / Policy and Development studies or any other relevant areas.
Essential Experience	• Ten (10) years' experience in executive position in the public or private sectors • Sound practical experience in business administration and management. • Sound financial management knowledge and processes. • Experience in strategic planning and execution. • Experience of managing diverse teams • Experience in resource mobilisation and fund raising strategies • Extensive experience in relationship building and stakeholder management • Understanding of political environment and dynamics

Knowledge	• Working knowledge of legal prescripts regulating public sector and entities. e.g. PFMA, NDA Act, Labour Laws, National Treasury Regulations and Prescripts etc. • Knowledge of leadership and management principles • Working knowledge of government policies, regulations, norms and standards. • Knowledge of contracting, negotiating, and change management • Working knowledge of Board role and operations. • Knowledge of government's development agenda. • Knowledge of Civil Society and development challenges and opportunities relating to the mandate of the organization. • Knowledge of human resources management, financial management, fundraising, marketing and communication principles, project management and corporate governance
Skills & Abilities	▪ Visionary and strong leadership ▪ Sound insight into empowerment and transformation ▪ Emotional intelligence ▪ Business acumen and passion for social reform ▪ Strategic Leadership ▪ Understanding of political environment and dynamics ▪ Leveraging Diversity ▪ Negotiation and problem solving ▪ Creativity & Innovation ▪ Ability to work as a team leader ▪ Strong analytical skills and ability to interpret and advise on the application of legislation ▪ High levels of discretion and sensitivity ▪ Ability to interpret international and local conditions and trends ▪ Excellent communication skills ▪ Ability to work under pressure ▪ Ability to drive and motivate change ▪ Ability to provide sound advice at all levels

MAIN AREAS OF RESPONSIBILITY	

Strategic leadership, planning, and programme management.	• Set strategic goals that are measurable and describable to support the Mandate of the NDA and oversee the development and approval of the NDA Annual Performance Plan and the 5 year NDA Strategic Plan.
	
	• Foster the development and adherence to the appropriate financial systems and internal controls for proper financial and supply chain management, expenditure control and proper utilization of resources
	
	• Assess the strategic risks of the NDA and ensure that the risks are managed and mitigated.
	
	• Oversee all business operations of the NDA to ensure it fulfils its legislative mandate and relevant laws that governs the public sector by developing processes, systems, policies, procedures that ensures good governance, accountability and impact of NDA on poverty reduction in poor communities. This must include, but not limited to, the-
	     • Functions of the NDA primary and secondary mandate programmes and services;
	     • Functional and effective organisational structures with appropriate staff across all NDA programmes and functions;

	- Effective and supportive information communication and technology (ICT) systems; - Human resource management systems and policies that promotes good working environment; - Demonstration of integrity, ethics, conduct and anti-corruption in the National Development Agency; and - Transformation, reform, innovation and any other matter to improve the effectiveness and efficiency of the NDA and its service delivery to the public. - Overseeing and accountability for the implementation of appropriate systems, for the effective and efficient delivery of the NDA services to its service stakeholders and beneficiaries. - Overseeing and accountability for the support to the Board and all its Committees and implement the resolutions of the Board and committees.
Governance, Accountability, and reporting	- Direct and ensure compliance by all with the applicable legislation, NDA policies and government regulations applicable to public entities. - Oversee adherence to principles of good governance and compliance. - Oversee the compilation and presentation of statutory reports to the Board for approval and reporting to the Executive Authority, DSD and National Treasury. - Responsible for the assessment and implementation of accountability mechanisms including consequence management. - Provide the Board with comprehensive, regular reports on key strategic and operational issues of the organization. - Manage and direct access and protection of the organization's information. - Responsible for the assessment of internal audit and risk management arrangements. - Ensure that ICT Corporate Governance Framework is in place. - Ensure that Compliance Framework is in place and is monitored on regular basis. - Oversee the submission of reports to the Board and its Committees.
People Management	- Accountable for the development of effective human resource management policies for NDA staff - Oversee the implementation of the Organisational Performance Management and Development System to ensure optimum utilisation of the human resource as well as the creation of a harmonious labour relations. - Lead the implementation of Organisational Development and transformation programmes to foster a working environment that is conducive to promoting health and wellness of staff, contribute to a culture of high performance and equity in the workplace. - Oversee all the aspects of labour relations within the NDA, including disciplinary process and enforcing disciplinary outcomes. - Accountable for general human resources management, i.e. leave management, time and attendance, etc.
Risk Management and Internal Controls	- Identify and evaluate the strategic and operational risks within the NDA including financial status, and implement measures to control and mitigate risks. - Report on the identified risks and risk management strategies to the Board and Audit and Risk Committee of the Board. - Oversee the resolution of all audit (Internal and AGSA) findings to prevent non-compliance and associated undesirable outcomes for non-compliance. - Ensure that the organization has a sound system and mechanisms for internal audit & control. - Ensure that the Internal Audit Functionary develops and implement the Annual Audit coverage plan approved by the Audit & Risk Committee.

Community and Stakeholder Relations/Advocacy	• Ensure representation of the NDA and contribution to Government Fora on poverty eradication and development agenda.
	• Drive efforts to develop and build strong and sustainable stakeholder partnerships in order to improve co-ordination of development efforts in the country.
	• Communicate with stakeholders to keep them informed of the work of the organisation and to identify needs and changes in the community served by the organisation
	• Establish collaborative relationships with community groups, donors, politicians, and other organisations to help achieve the goals of the organisation
	• Promote and market the NDA and build a positive image of the organisation in the eyes of local, regional, national and international constituencies including the media and general public
	• Represent the NDA management at legislative sessions, government committee meetings and at formal functions

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
• NDA Board • NDA Board Committees • NDA Executive Committee	• Minister of Social Development (Executive Authority) • Social development portfolio (DSD & SASSA) • Government Entities, • National Treasury • Auditor General South Africa (AGSA) • Government Department Clusters • Civil Society Formations

Signed by: (**Job Holder**)	Authorised by:
Date:	Date: