



JOB PROFILE

POSITION DESCRIPTION	
Position Title	Development Officer
Purpose	The position will work with Civil Society organisations (CSOs) to empower them to: identify their assets, needs, opportunities, rights and responsibilities; plan what they want to achieve and take appropriate action and develop activities to provide and improve on their community development/poverty alleviation programmes and services. In addition, the position will facilitate capacity building programmes for the CSOs in the district.
Reports To	Provincial Manager
Position location	Western Cape Provincial Office
Salary	Grade 9
Number of Direct Reports	None
POSITION REQUIREMENTS	
Minimum Qualification	Undergraduate qualification in development studies, social work, social sciences or any other relevant field. Additional studies in programme and/or project management would be advantageous.
Essential Experience	<ul style="list-style-type: none"> • Exposure to community development, social work or facilitation • Proficiency in the languages spoken in the district • Drivers licence will be an advantage
Knowledge	<ul style="list-style-type: none"> • Knowledge of working in a community development environment and working with community based organisations and structures • Knowledge and exposure working with government departments or agencies in the social, development or economic clusters or working with civil society organisations providing services at community level • Knowledge or exposure to development training, mentoring, community based organisation support and development work • Exposure to public services policies and regulations • Knowledge and exposure of NPO Act, Cooperatives Act and ECD Policy • knowledge or exposure to project and programme management principles and application • Knowledge or exposure to community and organisational analysis techniques and tools • Knowledge or exposure to community entry and diagnosis techniques

	<ul style="list-style-type: none"> • Knowledge and exposure to the Skills Development landscape of people working in community based organisation
Skills & Abilities	<ul style="list-style-type: none"> • Analytical ability • Negotiation • Service motivation • Creativity & innovation • Excellent communication skills – written, verbal, presentations • Excellent interpersonal skills – at all levels • High levels of sensitivity • Facilitation, mentoring and incubation skills to support community projects • Ability to sell self and NDA • Ability to perform and prioritize multiple tasks • Ability to facilitate and present to members of communities • using local languages • Ability to communicate in any of the local official languages • Proficient in MS Office Suite, including Word, Excel and Power Point
Personal Attributes	<ul style="list-style-type: none"> • Political awareness • Energetic • Ability to adapt to different situations – formal and informal settings • Patience • Diplomacy • Resourcefulness
MAIN AREAS OF RESPONSIBILITY	
CSOs mobilisation	<ul style="list-style-type: none"> • Conduct CSOs mobilisations through community entry and engagement processes for purposes of mapping CSOs needs in a local area • Identify CSOs, including ECD centres and Cooperatives skills, assets, issues and needs for development support; • Produce CSOs community profiles and needs assessments reports for purposes of developing effective development interventions for local CSOs • Provide capacity building and CSOs support interventions to ensuring that local CSOs, including ECD centres and Cooperatives have functional structures and systems to support their operations; • Conduct CSOs dialogues to foster local based networks and provide platforms for CSOs at local level to plan integrated community development programmes driven by the CSOs • Identify resources with the local CSOs including ECD centres and Cooperatives to support their existing community programmes in line with local development needs; • Assist CSOs, including ECD Centres and Cooperatives in formally registration processes with relevant registration body • Develop a data base of all CSOs including ECD Centres and cooperatives with all relevant information required in the database in the Wards you are responsible for in a district municipality. • Building links with local funders, donors, government departments and other agencies for partnerships with CSOs including ECD centres and Cooperatives at local level; • raise public awareness, through dialogues and public engagements on issues relevant to the community and CSOs including ECD centres, Cooperatives operations in the local area;

	<ul style="list-style-type: none"> • Liaising with interested groups and individuals to mobilise local resources including financial resources to support local CSOs including ECD centres and Cooperatives work in the local area; • Mediating in matters of conflict within the CSOs including ECD centres and Cooperatives and within the CSOs sector in general; • Planning, attending and coordinating meetings and events for CSOs including ECD centres and Cooperatives and community; • Preparing reports and submit monthly reports with portfolio of evidence on time to the Development Coordinator; • To mobilise the various kinds of ECD centres to participate in the NDA SAECD Awards at provincial level • Providing support to CSOs including ECD centres and cooperatives that are non-compliant with their registration requirements • Participate in the selection, short listing, site visit and adjudication of the national categories and provincial categories.
<p>CSOs capacity building</p>	<ul style="list-style-type: none"> • Identify institutional Capacity Building needs for CSOs working in the Wards you are responsible for in the District Municipality. • Identify the interventions needed by CSOs, including ECD Centres and Cooperatives in the district you are working ins • Group and classify CSOs, including ECD centres and Cooperatives, according to the needs analysis and interventions required to improve their capabilities and quality of service • Prioritise capacity building interventions required by the CSOs, including ECD Centres and cooperatives, according to the needs of the organisations • Draw Capacity Building Plan (indicating the dates, venue, number of participants and the intervention). • Train, mentor, incubate e and support CSOs, including ECD centres and Cooperatives that require institutional capacity strengthening • Refer and link CSOs, including ECD Centres and Cooperatives that require technical training and support to relevant institutions and conduct follow up to assess progress. • Manage logistics for all capacity building events; schedules training sessions and ensures facility setup and communication to the participating communities • Participate in relevant Sector Education Training Ensuring that Capacity building interventions take place as planned • Monitor and evaluate the use, relevance and impact of training materials • Continually assess the effectiveness of programs developed and/or administered. • Ensure compliance to curriculum delivery standards and implement monitoring systems and procedures • Identify and engage with relevant stakeholders for Capacity Building. • Liaise and manage relationships with other capacity building strategic partners involved in capacity building. • Ensure regular information sharing of the activities of the capacity building programme within NDA • Prepare reports on to Capacity Building with regard to the implementation of capacity building programmes or operational issues. • Ensure that proper record keeping (statistics) are retained and updated regularly and prepare and submit statistical/statutory reporting as appropriate

KEY RELATIONSHIP INTERFACES

Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<ul style="list-style-type: none">• CSOs Mobilisation and Capacity Building Managers and Specialists• M & E Officers• District Administrators• Development Officers in District• Provincial Manager• Development Managers	<ul style="list-style-type: none">• CSOs• Local government officials• Community Development Workers in the district

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