



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	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: