

JOB PROFILE

POSITION DESCRIPTION	
Position Title	Development Manager
Purpose	The position will provide technical support to Development Officers with regard to CSOs mobilisation and capacity building programmes for NGOs, CSOs and CBOs, including Cooperatives and community based ECD centres. In addition, the position will provide subject matter expertise in capacity building strategy and development of CSOs including Cooperatives and community based ECD centres mobilisation strategy, the identification and development of CSOs mobilisation interventions as well as monitoring and reporting in this regard.
Division	Core Operations
Reports To	Provincial Manager
Position location	Province
Peromnes Grade	8
Number of Direct Reports	

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • B-degree in social sciences or developmental studies. • Additional studies in programme and/or project management is also essential.
Essential Experience	<ul style="list-style-type: none"> • At least three (3) years' project management experience within a community development environment. • Experience working with provincial, local governments, community organisations, as well as working with donors.
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of public services policies and regulations.

	<ul style="list-style-type: none"> • Broad and in-depth knowledge of project and programme management. • Knowledge of project management information technology. • Knowledge of ICT for development. • Grant Management, Financial Management, Community Development and Development Processes. • Knowledge of analysis techniques and tools.
Skills & Abilities	<ul style="list-style-type: none"> • Strong self-discipline • Ability to work under pressure • Ability to work in a competitive environment • Good communication and presentation skill • Be able to work independently • Must have strong interpersonal skills • Must be self-motivated • Resilient disposition • Leveraging diversity • Analytical ability

MAIN AREAS OF RESPONSIBILITY	
Operations Management	<p>Grants</p> <ul style="list-style-type: none"> • Identify projects within poverty pockets as defined by the Research and Information Directorate, and assist with the identification of a broad range of civil society organisations working with the poor. • Formulate and prepare projects within identified areas. • Conduct assessments to determine feasibility of projects or needs in terms of building project sustainability. • Present project proposals to relevant NDA structures for approval. • Facilitate contracting between NDA and project partners using available NDA resources such as services offered by the programme administrators. • Monitor and evaluate NDA provincial, development project performance and take the necessary corrective action in cases of deviations from policies and procedure. <p>CSO development</p> <ul style="list-style-type: none"> • Design, develop and implement needs and impact-driven CSOs mobilisation programmes <ul style="list-style-type: none"> ○ In conjunction with the Provincial Managers, conduct regular assessment of CSOs, including Cooperatives and community based ECD centres development needs for support by the NDA.

- Liaise with Provincial Managers and District Manager & development Officers on development needs issues affecting CSO's including Cooperatives and community based ECD centres.
 - Develop interventions that address the civil society organisations including Cooperatives and community based ECD centres needs in responding to development.
 - Facilitate and co-ordinate CSOs development implementation of interventions as and when required.
 - Quality assure all CSOs including Cooperatives and community based ECD centres interventions provided by the NDA.
 - Ensuring mentorship and workplace support for all CSOs mobilisation interventions.
 - Develop and ensure compliance to CSOs including Cooperatives and community based ECD centres policy framework and implementation plans.
 - Develop and implement CSOs mobilisation administration and procedural systems;
 - Develop and manage all necessary CSOs mobilisation administrative and procedural systems.
 - Actively ensure adherence to established procedures and address deviations as appropriate.
 - Recommend and implement improvements to established processes and procedures.
 - Ensure that all relevant statistics are retained and included in reports.
 - Manage capacity CSOs mobilisation database for all CSOs in the province and partners.
- Capacity Building**
- Design, develop and implement needs and impact-driven capacity building programmes;
 - In conjunction with the Provincial Managers, conduct regular assessment of capacity needs on civil society organisations and funded by the NDA.
 - Liaise with Provincial Managers and District Manager & development Officers on capacity issues affecting CSO's.
 - Develop training and development interventions that address the capacity needs of civil society organisations.

	<ul style="list-style-type: none"> ○ Facilitate and co-ordinate training sessions as and when required. ○ Quality assure all capacity building intervened provided by the NDA. ○ Ensuring mentorship and workplace support for all capacity building interventions. ○ Liaise with relevant SETA institutions to ensure that all training programmes are aligned with SAQA and NQF standards. ● Develop and ensure compliance to capacity building policy framework and implementation plans. ● Develop and implement training and development administration and procedural systems. <ul style="list-style-type: none"> ○ Develop and manage all necessary capacity building administrative and procedural systems. ○ Actively ensure adherence to established procedures and address deviations as appropriate. ○ Recommend and implement improvements to established processes and procedures. ○ Ensure that all relevant statistics are retained and included in reports. ● Manage capacity building database of training institutions and partners <ul style="list-style-type: none"> ○ Develop and/or maintain a national and international training database. ○ Continuously update the database as appropriate with information about training and development institutions, practitioners and service providers. ● Develop training tools for capacity building interventions <ul style="list-style-type: none"> ○ Develop training materials and manuals relevant to the NDAs target group CSO and NDA funded project. ○ Develop guidelines to source appropriate services of service providers to develop training manuals, translation of manuals ○ Ensure that training manuals are SAQA aligned. ○ Monitor and evaluate the use, relevance and impact of training materials.
Financial/Fiscal Management	<ul style="list-style-type: none"> ● Monitor, manage and administer project budgets to ensure that funds are expended in accordance with budget allocations. ● Adhere to applicable procurement policies.

Stakeholder Management/Community Relations/Advocacy	<ul style="list-style-type: none"> • Facilitate processes for partnering at local level. • Develop and maintain relationships with project partners, NDA donors, provincial government departments, local government and civil society organisations as delegated by Provincial Manager. • Identify and engage beneficiaries in processes of community planning and participatory policy initiatives. • Assist with promotion of dialogue on poverty eradication initiatives. • Assist with the organising and setting up of conferences, seminars and workshops to discuss and suggest relevant poverty policy alternatives particularly at the community level. • Assist with the identification of strategic policy issues, as identified from a grassroots level, for discussion and debate with key NDA stakeholders. • Assist with the compilation and documentation of policy initiatives and discussion forums. • Assist with the dissemination of poverty alleviation policy initiatives in consultation with the Research and Development Directorate.
Risk Management	<ul style="list-style-type: none"> • Integrate NDA risk management strategy in all NDA-funded projects to ensure compliance with contractual obligations and applicable policies of the NDA and of project partners. • Initiate risk mitigation processes for identified projects. • Identify and evaluate risks for identified projects. • Report on the identified risks and risk management strategies. • Resolve audit queries and complete risk management reports as appropriate for identified projects.
Human Resources Management	<ul style="list-style-type: none"> • Develop adequate levels of resources as defined by NDA guidelines • Guide, lead and direct staff so that they are able to achieve the objectives set for them. • Monitor and manage staff performance in compliance with the NDA Performance Management policy and processes. • Identify staff training and development needs and ensure that they are addressed and implemented. • Practise sound labour relations within the approved conditions of service with regard to NDA provincial staff. • Promote and maintain a positive working relationship between the staff and the entire NDA. • Communicate with the Human Resources or other Directorate Executives as appropriate regarding human resources and internal communications issues.

Reporting	<ul style="list-style-type: none"> • Provide regular feedback to Provincial Manager in regard to provincial operations. • Prepare and submit project reports to the National Project Co-ordinator, via the Provincial Manager, and perform other statistical/statutory reporting as appropriate. • Prepare and submit monthly and quarterly performance reports to the Provincial Manager. • Constantly monitor and report on development project performance, and recommend improvements to processes and procedures.
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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"> • NDA employees • NDA visitors 	<ul style="list-style-type: none"> •

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