



## JOB PROFILE

<b>POSITION DESCRIPTION</b>	
<b>Position Title</b>	Development Officer
<b>Purpose</b>	The position will work with Civil Society organizations (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.
<b>Reports To</b>	Provincial Manager
<b>Position location</b>	Provincial Office
<b>Salary</b>	Grade 9
<b>Number of Direct Reports</b>	None
<b>POSITION REQUIREMENTS</b>	
<b>Minimum Qualification</b>	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.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Exposure to community development, social work or facilitation</li> <li>• Proficiency in the languages spoken in the district</li> <li>• Drivers licence will be an advantage</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of working in a community development environment and working with community based organisations and structures</li> <li>• 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</li> <li>• Knowledge or exposure to development training, mentoring, community based organisation support and development work</li> <li>• Exposure to public services policies and regulations</li> <li>• Knowledge and exposure of NPO Act, Cooperatives Act and ECD Policy</li> <li>• knowledge or exposure to project and programme management principles and application</li> <li>• Knowledge or exposure to community and organisational analysis techniques and tools</li> <li>• Knowledge or exposure to community entry and diagnosis techniques</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge and exposure to the Skills Development landscape of people working in community based organisation</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Analytical ability</li> <li>• Negotiation</li> <li>• Service motivation</li> <li>• Creativity &amp; innovation</li> <li>• Excellent communication skills – written, verbal, presentations</li> <li>• Excellent interpersonal skills – at all levels</li> <li>• High levels of sensitivity</li> <li>• Facilitation, mentoring and incubation skills to support community projects</li> <li>• Ability to sell self and NDA</li> <li>• Ability to perform and prioritize multiple tasks</li> <li>• Ability to facilitate and present to members of communities</li> <li>• using local languages</li> <li>• Ability to communicate in any of the local official languages</li> <li>• Proficient in MS Office Suite, including Word, Excel and Power Point</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Political awareness</li> <li>• Energetic</li> <li>• Ability to adapt to different situations – formal and informal settings</li> <li>• Patience</li> <li>• Diplomacy</li> <li>• Resourcefulness</li> </ul>
<b>MAIN AREAS OF RESPONSIBILITY</b>	
<b>CSOs mobilisation</b>	<ul style="list-style-type: none"> <li>• Conduct CSOs mobilisations through community entry and engagement processes for purposes of mapping CSOs needs in a local area</li> <li>• Identify CSOs, including ECD centres and Cooperatives skills, assets, issues and needs for development support;</li> <li>• Produce CSOs community profiles and needs assessments reports for purposes of developing effective development interventions for local CSOs</li> <li>• 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;</li> <li>• 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</li> <li>• Identify resources with the local CSOs including ECD centres and Cooperatives to support their existing community programmes in line with local development needs;</li> <li>• Assist CSOs, including ECD Centres and Cooperatives in formally registration processes with relevant registration body</li> <li>• 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.</li> <li>• Building links with local funders, donors, government departments and other agencies for partnerships with CSOs including ECD centres and Cooperatives at local level;</li> <li>• 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;</li> </ul>

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

## KEY RELATIONSHIP INTERFACES

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

Signed by:  <b>(Job Holder)</b>	Authorised by:
Date:	Date: