



JOB PROFILE

POSITION DESCRIPTION	
Position Title	Senior Manager: Stakeholder Relations.
Purpose	<p>The incumbent is responsible for initiating and managing strategic partnerships with government, Civil Society and other existing and potential NDA stakeholders in order to strengthen the organisation’s networking capacity. In addition, the position is responsible to assist with positioning the NDA for donor-funding initiatives and will actively raise funds from the Government, the donor community and businesses in order to maximise funding available for poverty eradication projects and hence ensure the NDA’s sustainability</p> <p>To manage and influence relationships with key stakeholders as prioritised in the strategic plan, to extend brand NDA. To play a key relationship manager role in the definition and delivery of projects by assessing the needs and expectations of stakeholders and ensure that they are effectively addressed. To leverage stakeholder resources effective and efficiently. The position is the main brand NDA custodian of these relationships with stakeholders for the sustainability of all collaborations</p>
Directorate	Office of the Chief Executive Officer.
Reports To	Chief Executive Officer.
Position location	Head Office
Peromnes Grade	
Number of Direct Reports	0

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> • Bachelor’s Degree in Economics / Public Relations and Marketing / Business Management
Essential Experience	<ul style="list-style-type: none"> • Five (5) years’ experience in managerial level of which 3 years must have been in in marketing, communications, public relations, stakeholder relations

	<ul style="list-style-type: none"> • Track record of successfully brokering/negotiating collaborations and joint ventures in a highly political / pressured environment. • Exposure to multiple stakeholder management processes such as NGO's, government, business partners and communities • Programme/project management • Experience in policy development and analysis • Research analysis • Funding proposal writing expertise • Understanding of Local Economic Development processes. • Stakeholder management development and implementation experience
Knowledge	<ul style="list-style-type: none"> • Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources. • Knowledge and understanding of government development policies • Broad and in-depth knowledge of project management cycles as related to the development sector • Thorough knowledge of the workings of government and macro-economic environment • Knowledge of the civil society environment. • Knowledge of donor funding processes and funding methodologies. • Advanced knowledge of how to determine value from a customer perspective • Understanding and knowledge of applicable legislation and regulations, e.g PFMA and Treasury regulations

Skills & Abilities	<ul style="list-style-type: none"> • Strategic Planning & Leadership • Advance communication skills. • Critical Thinking • Problem Solving and Negotiations skills • Judgment and Decision Making • Monitoring • Systems analysis — • Facilitation skills • Interpersonal skills • Political savvy • Creativity & innovation • Change management
-------------------------------	--

MAIN AREAS OF RESPONSIBILITY	
Leadership & Planning	<ul style="list-style-type: none"> • Develop, drive and implement a Stakeholder Management Strategy and supporting processes and structures for the NDA. • Develop and implement programmes to position the NDA with key stakeholders • Develop and implement the resource mobilization strategies.(fund raising)

	<ul style="list-style-type: none"> • Feed market insights into the overall knowledge management system. • Ensure that the annual Stakeholder Perception Survey is conducted • Develop constructive and co-operative working relationships with local, provincial, and national governments, embassies, businesses and other NDA stakeholders, and maintaining them over time • Advise the NDA on government and private sector initiatives directly or indirectly related. • Prepare and present funding proposals on behalf of the NDA to government, other organisations and interest groups.
<p>Operations and Management</p>	<ul style="list-style-type: none"> • Develop and present reports on the implementation of projects and programmes to the NDA and key stakeholders (donors, partners, etc.) • Monitor and evaluate the effectiveness of the stakeholder-implemented initiatives (including risks) and reflect this in the quarterly reporting. • Scan the wider policy environment to identify and exploit opportunities for future work where supportive of the strategic aims of NDA and to develop leads to establish relationships with policy makers and influencers and identify opportunities for joint future work where appropriate, • Monitor resource spend and financial expenditure in accordance with the approved project plans and partnership agreements. • Develop policies for the processing and safeguarding of donor funding, and co-ordinate disbursement of funds. • Gather information about potential funding sources and the source's conditions within agreed time frames and within NDA funding objective framework. • Develop and maintain the database of funders and funding sources both local and international. • Monitor the effectiveness of the stakeholder management strategy • Arrange and attend stakeholder meetings with technical team members and ensure feedback of stakeholder responses. • Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries • Distribute intelligence gathered via stakeholder engagements to relevant internal stakeholders. • Map NDA wide business process for the external stakeholder engagement and govern the implementation thereof. • Responsible for the preparation and monitoring of Funding and Partnership Agreements with potential partners/donors. • Develop metrics to assess the impact of the stakeholder management function • Maintain good working relations with relevant implementing arms of government departments particularly the Social Development Department, Provincial and Local Government. • Contribute towards policy dialogue on issues of development

Financial/Fiscal Management	<ul style="list-style-type: none"> • Prepare a comprehensive budget for the unit. • Administer the funds of the unit according to the approved budget. • Compile and manage budgets for existing and prospective donors funded programmes. • Oversee the unit's procurement and adhere to applicable procurement policies.
Risk Management & Reporting	<ul style="list-style-type: none"> • Integrate Unit's risk management into the NDA enterprise risk management strategy. • Initiate risk mitigation processes for operations within the Unit. • Identify and evaluate risks as identified and complete risk management reports as appropriate • Implement the risk management strategies for the identified risks. • Oversee and manage the improvement of operational controls as reported on by Internal Audit • Resolve audit queries and • Present monthly reports to the operational management team meetings • Ensure that corporate governance is adhered to within the Unit.
People Management	<ul style="list-style-type: none"> • Guide, lead and direct the team 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 • Practise sound labour relations within the approved conditions of service with regard to NDA staff • Promote and maintain a positive working relationship between the unit and the entire NDA • Communicate with the Human Resources or other Directorate Executives as appropriate regarding Human Resources and internal communications issues

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
All NDA Directorates	<ul style="list-style-type: none"> • Donors • Service Providers

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

