



## JOB PROFILE

POSITION DESCRIPTION	
<b>Position Title</b>	<b>Manager: Strategic Management</b>
<b>Purpose</b>	This position supports the Senior Manager: OCEO in undertaking strategic planning, operational planning and performance reporting across the organisation.
<b>Directorate</b>	Office of the CEO
<b>Reports To</b>	Senior Manager: OCEO
<b>Position location</b>	National Office
<b>Permones Grade</b>	6
<b>Number of Direct Reports</b>	

POSITION REQUIREMENTS	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Public Administration, Management or Commerce</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Four years' experience the following fields:               <ul style="list-style-type: none"> <li>○ Strategic Planning;</li> <li>○ Monitoring and Evaluation;</li> <li>○ Enterprise Reporting;</li> <li>○ Project Management; and</li> <li>○ Corporate Governance</li> </ul> </li> <li>• Two years at middle management</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Government policies and procedure</li> <li>• Corporate Governance</li> <li>• Legal prescripts e.g. Public Finance Management Act</li> <li>• Excellent Business Writing skills</li> <li>• Time Management</li> <li>• Human Resources processes</li> </ul>

	<ul style="list-style-type: none"> <li>• Finance and Budgeting</li> <li>• Communication and Stakeholder Management</li> <li>• Planning, coordination and organising and follow-up skills</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Computer literacy</li> <li>• Budget orientation</li> <li>• Highly service orientated</li> <li>• Creativity &amp; innovation</li> <li>• Monitoring and evaluation skills</li> <li>• Good interpersonal skills</li> <li>• Excellent communication skills – written, verbal, presentation</li> <li>• Deadline orientation</li> <li>• Team player</li> <li>• High levels of initiative</li> <li>• Highly Self-motivated</li> <li>• Independent</li> <li>• Highly organised and Focused</li> <li>• High levels of discretion and sensitivity</li> <li>• Ability to work under pressure</li> <li>• Willing to work long hours</li> <li>• Show integrity and professionalism</li> <li>• Strategy development and analysis</li> <li>• Development of materials for facilitating staff training on frameworks, models and tools for development programmes</li> <li>• Development of systems, processes and tools</li> <li>• Training and Facilitation skills</li> <li>• Project Management and Monitoring</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Initiative</li> <li>• Highly Analytic</li> <li>• Decisive</li> </ul>

MAIN AREAS OF RESPONSIBILITY	
<b>Strategic and Operational planning</b>	<ul style="list-style-type: none"> <li>• Develop strategic and operational planning tools, templates and guidelines</li> <li>• Develop and manage the NDA planning framework</li> <li>• Initiate the development of the following key planning documents: <ul style="list-style-type: none"> <li>○ Strategic Plan</li> <li>○ Annual Performance Plan</li> <li>○ Operational Plan</li> </ul> </li> <li>• Facilitate the planning processes for: <ul style="list-style-type: none"> <li>○ Enterprise wide strategic planning</li> <li>○ Divisional operational planning</li> </ul> </li> <li>• Develop operational plan for the Office of the CEO</li> <li>• Facilitate and coordinate the development of the Outcome 13 NDA plan</li> <li>• Facilitate and coordinate the development of the NDA sector specific plan</li> <li>• Maintain the OCEO's Risk Register and Audit Turnaround strategy.</li> <li>• Train the NDA staff on all approved planning tools and guidelines</li> </ul>
<b>Performance Reporting</b>	<ul style="list-style-type: none"> <li>• Develop and manage an organisational performance reporting system for: <ul style="list-style-type: none"> <li>○ End-Year reporting – Annual Report</li> <li>○ In-Year reporting – Quarterly Report</li> <li>○ Monthly reporting – Operational Report</li> </ul> </li> <li>• Develop tools, templates and guidelines for performance reporting</li> <li>• Develop the NDA organisational performance management framework</li> <li>• Undertake the monthly collation of divisional operational reports</li> <li>• Undertake the quarterly collation of divisional reports against the Annual Performance Plan</li> <li>• Develop a process for collation of inputs towards the development of the Annual Report</li> <li>• Prepare monthly and quarterly reports for the Office of the CEO</li> <li>• Ensure that proper record keeping (statistics) are retained and updated regularly and</li> <li>• Prepare and submit statistical/statutory reporting.</li> <li>• Train NDA staff on all approved reporting tools and guidelines</li> <li>• Facilitate planning and reporting forum</li> </ul>

<b>Stakeholder Management</b>	<ul style="list-style-type: none"> <li>• Facilitate strategic management engagements on behalf of the NDA with the following stakeholders: <ul style="list-style-type: none"> <li>○ Social Development</li> <li>○ DPME</li> <li>○ National Treasury</li> <li>○ Auditor General</li> <li>○ Other strategic partners of the NDA</li> <li>○ Parliament (Select Committee and Portfolio Committee)</li> </ul> </li> <li>• Participate and represent the NDA in planning and reporting fora in the sector and government (DPME and National Treasury)</li> <li>• Co-ordinate correspondence to external stakeholders in relation to planning and reporting</li> <li>• Prepare planning and performance presentations for the CEO</li> <li>• Prepare for NDA/DSD quarterly Public Entity oversight meetings relating to Organisational performance</li> <li>• Liaise with the Auditor General during and beyond the auditing process</li> <li>• Undertake quarterly reporting to the National Treasury and DPME on behalf of the NDA</li> <li>• Engage with the DSD and Parliamentary Liaison Officer regarding all parliamentary processes in relation to planning and reporting</li> <li>• Coordinate smooth stakeholder engagement and consultation process within the NDA</li> </ul>
<b>Human Resources Management</b>	<ul style="list-style-type: none"> <li>• Promote and maintain a positive working relationship between the Directorate and the entire NDA</li> </ul>
<b>EXCO &amp; SMT Committees</b>	<ul style="list-style-type: none"> <li>• Minute- taking and presentation during the committee meetings.</li> <li>• Develop and manage the Committee Action and Resolutions lists.</li> </ul>
<b>Financial/Fiscal Management</b>	<ul style="list-style-type: none"> <li>• Ensure alignment between budgeting and planning processes in the development of the Annual Performance Plan and the Operational Plan</li> <li>• Assist in preparing the Office of the CEO 's budget</li> <li>• Ensure compliance and adherence to NDA procurement processes both internally and as related to service providers</li> <li>• Provide guidance to support staff in relation to work process</li> </ul>

<b>KEY RELATIONSHIP INTERFACES</b>	
<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>• All NDA Divisions</li> <li>• Provincial and District officers</li> <li>• Monitoring and Evaluation Unit</li> <li>• IT Unit</li> <li>• Internal Audit</li> </ul>	<ul style="list-style-type: none"> <li>• National &amp; Provincial Departments of Social Development</li> <li>• Government departments</li> <li>• Civil society organisations (CSOs) sector</li> <li>• Auditor General, National Treasury &amp; DPME</li> </ul>

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

