

JOB PROFILE

POSITION DESCRIPTION	
Position Title	Development Manager
Purpose	<p>The Development Manager is tasked with the responsibility of coordinating and implementing the plans of the Province in support of the Provincial Manager as well as acting as a community liaison and representative of the NDA within the relevant communities where projects are implemented.</p> <p>The Development Manager will have to conduct continual quality assurance on the projects interacting with Development Officers, District Manager and all other relevant stakeholders.</p>
Division	Core Operations
Reports To	Provincial Manager
Position location	Province
Peromnes Grade	
Number of Direct Reports	None

POSITION REQUIREMENTS	
Minimum Qualification	<ul style="list-style-type: none"> Bachelor 's degree in social sciences or developmental studies Additional studies in programme and/or project management is an added advantage.
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 and 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. Broad and in-depth knowledge of project and programme management. Knowledge of ICT for development.

	<ul style="list-style-type: none"> • 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. • 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.
Competencies	<ul style="list-style-type: none"> • Job Knowledge • Technical Skills • Acceptance of responsibility • Quality of Work • Reliability • Initiative • Communication • Interpersonal Relationships • Flexibility • Team Work • Planning and Execution

MAIN AREAS OF RESPONSIBILITY

Operations Management	<p><i>Grants and Resource Mobilisation</i></p> <ul style="list-style-type: none"> • Identify projects within poverty pockets as defined by the Development Management and Research Directorate, and assist with the identification of a broad range of civil society organisations working with the poor and community. • Coordinates the formulation and preparation of projects within the Province. • Ensure assessments are conducted to determine feasibility of projects or needs in terms of building project sustainability. • Facilitate contracting between NDA and project partners using available NDA resources. • Monitor and evaluate NDA provincial development project performance and take the necessary corrective action in cases of deviations from policies and procedure. • Conduct project impact assessment to determine programme impact on communities in relation to the NDA's mandate. • Identify needs for the commissioning of studies and submit a motivation to the Provincial Manager to assess and commission the study. • Use approved tools to conduct monitoring and evaluation project assessments.
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	<ul style="list-style-type: none"> • Provide feedback to the Development Management and Research Directorate, and other directorates as appropriate, in terms of results from the impact assessments or other studies. • Ensure proper project close-out in accordance with the NDA policy. • Proactively provide feedback in order to improve directorate's policies and procedures • Facilitate resource mobilisation for the benefit of CSOs • Facilitate linkages of CSOs to economic and funding opportunities <p>Capacity Building</p> <ul style="list-style-type: none"> • Identify institutional capacity building needs for funded projects and for other CSO partners in conjunction with Districts. • Provide or solicit capacity enhancement support for project partners involved in poverty eradication. • Manage service level agreements with appointed service providers, and quality assure their service offerings. • Prepare on-going monitoring reports in relation to impact of capacity building interventions.
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 • Ensure implementation of projects adheres to applicable procurement prescripts
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

Reporting	<ul style="list-style-type: none"> • Provide regular feedback to Provincial Manager in regard to provincial operations • Coordinate the submission of project applications to the Provincial Manager, for submission to relevant Grant processing committees • Compile and submit statistical/statutory reporting as required • Prepare and submit monthly and quarterly performance reports to the Provincial Manager • Coordinates the monitoring and reporting on the performance of projects, 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 Support services • Management 	<ul style="list-style-type: none"> • NDA clients • NDA Partners/ associates • Provincial and Local government • Traditional Leadership

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