

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder :

Job title : Assistant Manager: Community Development

Core code :

Post level and salary :
code

Occupational class code :

Name of component :

Location :

Post reports to : Manager/Director depending on circumstances

Date of appointment :

B. JOB PURPOSE

To ensure the effective coordination of the identification, planning and implementation of integrated and transformative social development programs are delivered within an identified service delivery area in partnership with key stakeholders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. (This would include the undertaking of development programs where workload and complexity are a problem in the unit/sub-directorate.)

C. KEY PERFORMANCE AREAS

1. Coordinate the identification, facilitation and implementation of integrated development interventions in partnership with other relevant stakeholders through the efficient, effective and economical utilisation of resources by the service delivery area(s).
2. Coordinate and manage a community development service delivery area(s) to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources. This would, *inter alia*, include the following:
 - (a) General consultation with communities/stakeholders and advising employees regarding follow-up actions to be taken.
 - (b) Participate in the recruitment and retention of employees within the service delivery area(s).
 - (c) Ensure sound employment relations.

- (d) Quality control of the work delivered by employees against the set norms and standards.
 - (e) Advising employees with regard to all aspects of the work.
 - (f) Manage the performance and conduct of employees.
 - (g) Ensure that employees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
 - (h) Disseminate all relevant information within the service delivery areas.
 - (i) Participates and makes inputs into community development forums, e.g. municipal IDPs.
 - (j) Ensure that employees maintain their professional registration (once the statutory council/body is established).
 - (k) Coordinate the gathering of information for the development of the operational/business plans of the service delivery area(s) and for reporting on progress as required.
 - (l) Execute and/or ensure that all the prescribed administrative functions required are performed.
 - (m) Monitor expenditure and safeguarding of assets as prescribed by the PFMA and other relevant prescripts.
 - (n) Compile reports as required.
 - (o) Facilitate the consultative processes for the review of legislation and policies. Coordinate the development of proposals to amend/maintain the relevant legislation and policies.
3. Keep up to date with new developments in the community development and management fields to enhance service delivery. This would, *inter alia*, entail the following:
- (a) Study professional journals and publications to ensure that cognizance is taken of new developments.
 - (b) Monitor and study the community development legal and policy frameworks continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies.
 - (c) Identify, develop and communicate appropriate best practices on the implementation of community development interventions.
 - (d) Liaise/attend meetings with other departments and non-government institutions to take cognizance of the latest developments in the community development field and provide inputs, where required, into the work of such departments and other organisations.

- (e) Engage in continuous professional development activities as prescribed.
 - (f) Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments.
4. Plan and ensure that research on community development is undertaken including the facilitation of complex community development research.

D. INHERENT REQUIREMENTS OF THE JOB

- (a) The following knowledge and skills are required for appointment:
 - (i) Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions.
 - (ii) The ability and competence to manage community development structures and projects.
 - (iii) The ability to influence individuals and groups to participate in their own self-empowerment ventures.
 - (iv) Problem solving and conflict resolution skills.
 - (v) Computer literacy.
 - (vi) Written and verbal communication skills.
 - (vii) The ability to undertake complex research.
 - (viii) Financial management.
 - (ix) Presentation skills.
 - (x) Project management.
 - (xi) Human resource management.
 - (xii) Policy formulation and implementation.
 - (xiii) Knowledge of the Public Service Management Framework, e.g. PFMA, Labour Relations Act, etc.

E. APPOINTMENT REQUIREMENTS

(a) **Qualification**

Appropriate three year qualification

(b) **Experience**

A minimum of 8 years recognisable experience in Community Development after obtaining the required qualification.

F. CAREER PATHING

a) To higher grade

Compliance with the requirement of higher grade.

b) To higher post

Compliance with the requirements of higher post.

G. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

H. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POSTHOLDER

SIGNATURE OF SENIOR MANAGER

DATE:

DATE: