

**JOB DESCRIPTION****A. JOB INFORMATION SUMMARY**

Name of jobholder :

Job title : Community Development Assistant

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location :

Post reports to : Community Development Supervisor

Date of appointment :

**B. JOB PURPOSE**

To assist in the facilitation, identification, planning and implementation of integrated and transformative social development programs in partnership with key stake holders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods.

**C. KEY PERFORMANCE AREAS**

1. Assist in the identification and facilitation in the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. This would, inter alia, include the following:
  - (a) Establishment of social relationships: Delimit/scoping the community, gain their trust and get to know the current community services, service delivery blockages, resources and the state of the community.
  - (b) Community Profiling: Assess the community's structures, background information including historical, needs profile, resources and strengths. Strengthen and build structures that can assist in this regard.
  - (c) Planning and prioritization: Facilitate the planning and prioritization of the activities required to develop the community by formulating goals and objectives, assessing the available resources, set time frames and compile budgets.

- (d) Facilitate the implementation of integrated development activities identified according to the plans developed by involving the community and the mobilization of resources.
  - (e) Entrench/consolidate best community development practices.
  - (f) Monitoring and evaluation of implementation, give feedback to the community and other relevant stakeholders and re-plan the actions where required.
2. Support communities and perform administrative support on community development and related activities. This would, inter alia, entail the following:
- (a) Collection and submission of relevant data, e.g. reports, statistics, minutes of meetings, documents on participatory research, and information on the administration of client funds.
  - (b) Assist with the liaison, co-ordination and monitoring of projects and other community development ventures and report on the progress thereof.
  - (c) Assist with the application of the registration of emerging local structures such as Non-Profit Organisations (NPOs) with the Department of Social Development and other appropriate authorities.
  - (d) Assist to monitor NPOs to ensure that they are in compliance with the NPO and PFMA Acts.
  - (e) Provide assistance to facilitate, coordinate and participate in various awareness campaigns, and public appearances aimed at educating communities and other stakeholders on self-empowerment.
  - (f) Participate in self-development programmes, e.g. attendance at conferences, seminars, reading of literature, etc in the community development field to enhance service delivery and self-growth
  - (g) Contribute to indigenous knowledge on social and community development through documentation of practices.
  - (h) Assist with dedicated and applied social research to contribute to community development.

#### **D. INHERENT REQUIREMENTS OF THE JOB**

The following knowledge and skills are required:

- a) Basic knowledge of community development/work, attitudes and values for the engagement in the social development of communities.
- b) The ability and competence to interact with community development structures.
- c) The understanding social dynamics of communities.

d) Communication skills

Note: Provinces may consider requiring knowledge of local language and culture when appointing this category of employees

**F. APPOINTMENT REQUIREMENTS**

a) **Qualification**

Grade 12 qualification

b) **Experience**

None

**G. CAREER PATHING**

a) **To higher grade**

Compliance with the requirement of higher grade.

b) **To higher post**

Compliance with the requirements of higher post.

**H. 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.

**I. 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.

**J. JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POSTHOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**