

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Community Development Policy Developer

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location : National Department / Provincial Head Office

Posts reports to : Manager: Community Development Policy

Date of appointment :

B. JOB PURPOSE

Develop, implement and maintain community development policies.

NOTE:

This job will only appear in the national department and head offices of provincial departments.

C. KEY PERFORMANCE AREAS

- (a) Develop, implement and maintain community development policies:
- (i) Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements.
 - (ii) Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies.
 - (iii) Develop programmes to implement the relevant policies.
- (b) Keep up to date with new developments in the community development field. This would, *inter alia*, entail the following:
- (i) Study relevant journals and publications to ensure that cognisance is taken of new developments.

- (ii) Monitor and study the social services legal and policy framework continuously.
 - (iii) Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields.
 - (iv) Engage in continuous development activities.
- (c) Research and development.
 - (d) Perform the administrative functions required in the unit.

D. INHERENT REQUIREMENTS OF THE JOB

The following knowledge and skills are required for appointment:

- a) Project Management skills;
- b) Planning and organizing;
- c) Networking skills;
- d) Communication (written and verbal);
- e) Professional counselling skills;
- f) Policy Analysis and development;
- g) Financial management;
- h) Presentation skills;
- i) Monitoring and evaluation skills
- j) Knowledge of community development
- k) Inter-sectoral collaboration and partnership skills
- l) Intergovernmental relations skills
- m) Knowledge of legislation of local government
- n) Knowledge of Integrated Development Planning.
- o) Ability to compile complex reports.

E. APPOINTMENT REQUIREMENTS

a) Qualification

Appropriate three year tertiary 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 requirements 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 post holder, 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 post holder should adhere to during the execution of his/her key performance areas.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: