

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder :
Job title : Community Development Practitioner
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 facilitate the 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. Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. This would, inter alia, include the following actions:
 - (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. Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community.
3. Support communities and perform administrative support on community development and related activities. This would, inter alia, entail the following:
- (a) Provide inputs for policy development and improvements when required.
 - (b) Operationalization of policies.
 - (c) Maintain relevant records, e.g. reports, statistics, minutes of meetings, documents on participatory research, and the administration of client funds.
 - (d) Monitor and evaluate projects and other community development ventures in terms of the evaluation framework and report on the progress thereof.
 - (e) Facilitate the registration of emerging local structures such as Non-Profit Organisations (NPOs) with the Department of Social Development and other appropriate authorities through, inter alia, training and capacity building.
 - (f) Monitor NPOs to ensure that they are in compliance with the NPO Act and PFMA.
 - (g) Facilitate, coordinate and participate in various awareness campaigns and public appearances aimed at educating communities and other stakeholders on self-empowerment.
 - (h) Develop, maintain and update databases e.g. on stakeholders and projects as required.
 - (i) Ensure that financial measures are adhered to by beneficiary organisations and structures and monitor the utilisation of funds by such institutions. This would, inter alia, entail the following:
 - (i) Advising on the procedures for securing funds and facilitates the processing of financial requests.
 - (ii) Monitor and report regularly on the utilization of funds.
4. Keep up to date with new developments in the community development field to enhance service delivery. This would, inter alia, entail the following:
- (a) Study professional journals and publications to ensure that cognisance are taken of new developments and keep abreast of current practices.

- (b) Continuously familiarize and study the community development legal and policy frameworks.
- (c) Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant field.
- (d) Attend training courses and programs as required.
- (e) Contribute to indigenous knowledge on social and community development through documentation of practices and research.
- (f) Undertake dedicated and applied social research to contribute to community development.

D. INHERENT REQUIREMENTS OF THE JOB

The following knowledge and skills are required:

- (i) Knowledge of community development work, skills, attitudes and values of communities.
- (ii) Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment.
- (iii) The ability and competence to co-ordinate community development structures and ability to manage projects.
- (iv) The ability to influence individuals and group to participate in their own self-empowerment ventures.
- (v) The understanding of social dynamics of communities.
- (vi) Presentation skills.
- (vii) Computer literacy.
- (viii) Written and verbal communication skills.
- (ix) Facilitation skills.
- (x) Research skills.
- (xi) Knowledge and understanding of basic financial management.

F. APPOINTMENT REQUIREMENTS

(b) **Qualification**

An appropriate three year tertiary qualification.

(c) **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: