

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Manager: Community Development Policy

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location : National Department / Provincial Head Office

Posts reports to : Director

Date of appointment :

B. JOB PURPOSE

To ensure that policies for rendering a community development service is developed, implemented and maintained.

NOTE:

This jobs will only appear in the policy component of the national department and the head offices of provincial departments.

C. KEY PERFORMANCE AREAS

- (a) Develop/facilitate the development of policies for rendering a community development service in departments.
 - (i) Monitor, interpret legislation and review 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 relevant policies.
 - (iii) Develop programs to implement the relevant policies.
- (b) Manage a community development policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. This would, *inter alia*, include the following:

- (i) General consultation with stakeholders and advising subordinates regarding community development policy to be taken.
 - (ii) Management of a community development policy unit. This would, *inter alia*, entail the following:
 - * Ensure that the necessary personnel are recruited and retained within the budgetary constraints.
 - * Ensure sound employment relations.
 - (iii) Quality control of the work delivered by subordinates.
 - (iv) Advising subordinates with regard to all aspects of the work.
 - (v) Manage the performance and conduct of subordinates and the community development policy unit.
 - (vi) Ensure that subordinates are trained and developed to be able to deliver work of the required standard. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriated skills.
 - (vii) Establish, implement and maintain efficient and effective communication arrangements in the unit.
 - (viii) The development and management of the business plan of the unit and reporting on progress as required.
- (c) Keep up to date with new developments in community development and management fields. 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 and non-government institutions to take cognisance of the latest developments in the relevant field and to provide inputs, where required, into the work of such departments and other organisations.
 - (iv) Engage in continuous development activities as prescribed.
 - (v) Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments.
- (d) Plan and ensure that community development policy research are undertaken. Undertake complex community development research.
- (e) Perform and/or ensure that all the administrative functions required in the unit are performed.

D. INHERENT REQUIREMENTS OF THE JOB

The following knowledge and skills are required for appointment:

- (i) Expert knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application.
- (ii) Expert knowledge and in depth understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions
- (iii) Ability and competence to develop community development policies and strategies.
- (iv) Ability to influence individuals and groups to participate in their own self-empowerment ventures.
- (v) Ability to undertake complex research.
- (vi) Presentation skills
- (vii) Problem solving skills
- (viii) Financial management
- (ix) Project management
- (x) Computer literacy
- (xi) Communication (written and verbal) skills
- (xii) Staff management
- (xiii) Policy formulation and implementation

E. APPOINTMENT REQUIREMENTS

a) Qualification

Appropriate three year tertiary qualification

b) Experience

A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification of which 5 years must be appropriate experience in community policy development.

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: