

ANNEXURE E

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder :
Job title : Manager: Community Development
Core code :
Post level and salary :
code
Occupational class code :
Name of component :
Location :
Post reports to : Director
Date of appointment :

B. JOB PURPOSE

To manage the identification, planning and implementation of integrated and transformative social development programs are delivered by the unit/sub directorate in partnership with key stakeholders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. This will include the undertaking of development programs where workload and complexity are a problem in the unit/sub directorate.

C. KEY PERFORMANCE AREAS

1. To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate.
2. Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required.
3. Manage a community development unit/sub-directorate 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) Ensure that the necessary personnel are recruited and retained within the budgetary constraints.
 - (c) Ensure sound employment relations.
 - (d) Quality control of the work delivered by employees.
 - (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) Establish, implement and maintain efficient and effective communication arrangements.
 - (i) Ensure that employees maintain their professional registration (once the statutory council/body is established).
 - (j) The development and management of the operational/business plans of the unit/sub-directorate and reporting on progress as required.
 - (k) Execute and/or ensure that all the administrative functions required are performed.
 - (l) Compile, manage the budget/(s) and ensure compliance with the PFMA.
 - (m) Compile reports as required.
4. 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) 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.

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

D. INHERENT REQUIREMENTS OF THE JOB

The following knowledge and skills are required for appointment:

- (i) Extensive knowledge on theories and systems, skills, attitudes and values in community development to guide employees on its application.
- (ii) Knowledge and understanding of individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions.
- (iii) The ability and competence to manage community development structures and projects.
- (iv) The ability to influence individuals and groups to participate in their own self-empowerment ventures.
- (v) Presentation skills.
- (vi) Problem solving skills.
- (vii) The ability to undertake complex research.
- (viii) Financial management.
- (ix) Project Management.
- (x) Computer literacy.
- (xi) Written and verbal communication skills.
- (xii) Staff management.
- (xiii) Policy formulation and implementation.
- (xiv) Knowledge of the Public Service Management Framework, i.e. PFMA, Labour Relations Act, etc.

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.

F. CAREER PATHING

a) To higher grade

Compliance with the requirements of the 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: