

INTERNAL & EXTERNAL ADVERT

Overview of the Entity

The Eastern Cape Rural Development Agency (ECRDA) is a schedule 3C entity in terms of the Public Finance Management Act 1, of 1999 as amended, with a mandate to promote, support and facilitate rural development in the Province.

Position	:	Executive: Research and Strategy
Location	:	Head Office
Reporting Line	:	Chief Executive Officer
Grade	:	19
Duration	:	5 years fixed-term contract
Start Date	:	As soon as possible

Main purpose of the Position

To render research services for ECRDA which will be a source for the strategic direction of the organisation and lead the organisational planning, monitoring and evaluation of the organisations performance to align to the strategy.

JOB PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE POST

ESSENTIAL REQUIREMENTS OF THE POST:

Education Qualification

- Master's Degree in Social or Economic Sciences or any relevant NQF Level 9 qualification with a research module.
- A certificate in strategy planning, monitoring and evaluation.
- A Doctoral degree (NQF Level 10) and/or Masters in Business Administration will serve as an added advantage.

Experience

- 10-15 years working experience in the relevant field.
- 7 years' experience at Senior Management (Director) level
- 5 years' experience in research

- 5 years' experience in strategy formulation and monitoring and evaluation
- Demonstrable experience of writing and publishing will serve as an added advantage.

Competencies Required:

KNOWLEDGE
<ul style="list-style-type: none"> • Competent knowledge and understanding of relevant policy and legislation. • Competent knowledge of performance management system • Basic knowledge of team leadership • Competent knowledge understanding and application of quantitative and qualitative research • Good governance • Exceptional knowledge of developing, monitoring and implementation of a strategy • Ability to work with numbers • Excellent knowledge of organisational planning, monitoring and evaluation.
LEADERSHIP
<ul style="list-style-type: none"> • Strategic Direction and Leadership • People Management • Programme and Project Management • Financial Management • Planning, monitoring and evaluation • Change Leadership • Governance Leadership • Stakeholder Relations
CORE COMPETENCIES
<ul style="list-style-type: none"> • Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Attention to details • Communication • Results and Quality Focus
SPECIAL CONDITIONS ATTACHED TO THE POST
<ul style="list-style-type: none"> • Ability to speak and write English. • Ability to develop and maintain relations with other staff members • Possession of a Code 8 driver's license

KEY PERFORMANCE AREAS

1.	<p>Research Leadership:</p> <ul style="list-style-type: none"> • Lead and provide strategic direction to the research agenda of the entity. • Lead the development of a research policy and research plan in line with ECRDA mandate and strategy • Develop and maintain a database for all research conducted by ECRDA and relevant research. • Lead and provide leadership to the research team of the entity. • Conduct research in line with the approved research plan • Develop a database of stakeholders relevant to research plan • Identify and engage on collaboration opportunities with relevant academic institutions, private institutions and government departments and entities to share knowledge and research • Drive collaboration with research and funding partners in the national system of innovation, and leading relevant strategic partners globally; • Publish research conducted by ECRDA and those in which ECRDA collaborated with other institutions
2.	<p>Strategy Leadership:</p> <ul style="list-style-type: none"> • Coordinate the development of ECRDA strategy • Conduct research and analysis of the organization's internal and external environment • coordinate and facilitate the formulation, implementation, and evaluation of strategic plans • Monitor the implementation of the strategy • Assist executives to breakdown the strategy into performance objectives of each unit • Ensure identification of potential risks that may affect the strategy, • Ensure reviewing and updating the strategy regularly, and recommending changes based on changing needs. • Advise on the costing of the strategy • Ensure strategy is communicated with all stakeholders
3.	<p>Annual and Operational Planning:</p> <ul style="list-style-type: none"> • Coordinate the development of the organization's Annual Performance Plan (APP). • Lead the development of organisation's performance targets • Ensure that the targets developed are Specific, Measurable Achievable, Reachable and Timebound. • Ensure costing of the plan is done by all executives. • Ensure timeous planning process in line with relevant directives and or legislation • Align the APP to the organisation's strategy • Ensure that the evidence as the indication for each objective is understood and agreed on by the executives responsible for the strategic objective. • Ensure timeous submission of the APP and Annual Operational Plan (AOP) to the relevant legislated bodies for approval. • Communicate the approved APP and AOP to the ECRDA community and relevant stakeholders.

<p>4.</p>	<p>Monitoring, Reporting and Evaluation:</p> <ul style="list-style-type: none"> • Develop monitoring tools to monitor the performance of the organisation against the approved plans • Collate and record all the evidence to assess the performance against the plan • Provide the progress made against the plan timeously and advise on the progress against the plan • Bring to the attention of the executive management any risks associated with the implementation of the plan and develop risk mitigation plan • Prepare a report on the progress against the plan for submission to the BOARD committee and any other regulated committee or body • Advise executive on the progress against the plan and assist them in developing the plan to achieve the performance target. • Evaluate the evidence submitted against the plan by collecting evidence and assessing it against the plan • Report on the progress • Review the performance targets and develop a proposal for readjustment of the APP in line with the relevant regulations and time frames • Coordinate the development of an annual report • Ensure that the annual report is presented to the board committee and the stakeholders
<p>5.</p>	<p>Impact Assessment:</p> <ul style="list-style-type: none"> • Ensure that impact assessment studies are conducted for ECRDA programmes. • Creating the tools and processes to operationalize learning in projects and how we understand the impact of our work • Defining and/or refining existing Impact and Learning objectives • Providing technical consultation to teams undertaking learning and evaluative efforts • Ensuring that project learning and evaluation data are consistently collected • Maintaining a dynamic learning environment for conducting impact and learning

6.	<p>Leadership & Project Management:</p> <ul style="list-style-type: none"> • Provide leadership and coordinate the ECRDA participation in provincial cabinet clusters. • Coordinate all parliamentary matters and ensure provision of responses to any parliamentary questions. • Provide leadership in the risk management function of the entity • Ensure organisational compliance with all organisational policies and relevant legislation; • Accountable for people development, succession planning and transformation; • Foster a culture of collaboration within and between divisions; • Develop divisional budget to reach objectives and manage resources in an effective and efficient manner. • Prepare budget based on scope of work and resource requirements. • Develop and manage a detailed project schedule and work plan.
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GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, Certified copy of your Identity document, qualifications and drivers' licence must be submitted to recruitment@ecrda.co.za.

NB:

- Without prejudice, correspondence will be limited to the shortlisted candidates.
- Further be informed that if you have not been contacted within 1 month of the closing date, please accept that your application was unsuccessful.
- ECRDA reserves a right to appoint or not to make an appointment.
- Interviews will be conducted in person, unless stated otherwise.
- Administrative enquiries may be directed via email to recruitment@ecrda.co.za
- Technical enquiries may be directed to Mr Lungisa Mtumtum on 0664724002

Date of issue: 21 April 2024

CLOSING DATE: 03 May 2024. Late applications will not be accepted.