

## INTERNAL AND 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, of 1999 as amended, with a mandate to promote, support and facilitate rural development in the province.

<b>Position</b>	: Programme Manager
<b>Location</b>	: Head Office
<b>Reporting Line</b>	: Executive integrated Programme Management
<b>Grade</b>	: 17
<b>Duration</b>	: Permanent
<b>Start Date</b>	: As soon as possible

### Main purpose of the Position

To develop operational plans to implement ECRDA strategy, and to oversee management and co-ordination of all project management services and stakeholder relations within the integrated programme management.

## JOB PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE POST

### ESSENTIAL REQUIREMENTS OF THE POST:

#### Education Qualification

NQF Level 8 qualification in the relevant field. Project management course or certificate will be an added advantage.

#### Experience

- 8 years working experience in the relevant field.
- 6 years' experience at divisional management level (equivalent to director)
- Code 8 driver's license

#### Competencies Required:

##### COMPETENCIES AND SKILLS

- Excellent verbal and written communication skills
- Problem solving and analytical skills

<ul style="list-style-type: none"> <li>• Time management</li> <li>• Attention to detail</li> <li>• Ability to work with numbers</li> <li>• High levels of emotional intelligence</li> <li>• Monthly and quarterly reporting</li> <li>• Proficiency in EXCELL</li> <li>• Conflict Management</li> <li>• Project management</li> <li>• Project implementation</li> </ul>
<b>KNOWLEDGE AND BEHAVIOURS</b>
<ul style="list-style-type: none"> <li>• Honesty and integrity</li> <li>• Ability to deal with pressures and setbacks.</li> <li>• Ability to prioritise</li> <li>• Professionalism</li> <li>• Results and Quality focus</li> <li>• Ability to work alone</li> <li>• Deadline driven</li> </ul>
<b>PHYSICAL REQUIREMENTS OF THE POST</b>
<ul style="list-style-type: none"> <li>• Must be physically and mentally sound to perform the duties of the post</li> <li>• Willingness to work long hours</li> <li>• Must be willing to drive long distance</li> <li>• Ability to work under pressure</li> </ul>
<b>SPECIAL CONDITIONS ATTACHED TO THE POST</b>
<ul style="list-style-type: none"> <li>• Ability to speak and write English</li> <li>• Ability to speak isiXhosa</li> <li>• Ability to work with numbers</li> </ul>

### Key Performance Areas:

<b>1.</b>	<p><b>Project Management</b></p> <p>Perform project management responsibilities by:</p> <ul style="list-style-type: none"> <li>• Providing mandate and strategic alignment for programmes and projects</li> <li>• Determine ECRDA's strategic resource planning for project management, to establish if ECRDA has enough people resources according to skill sets</li> <li>• Manage integrated programme and project management systems, and ensure maintenance of database for all projects</li> <li>• Develop and drive standard reporting and processes for all programmes and projects</li> <li>• Develop strategies and guidelines for engaging private enterprises in rural development programmes and projects</li> <li>• Ensure provision of projects technical advisory services and training</li> </ul>
<b>2.</b>	<p><b>Social facilitation, Stakeholder and Partnership</b></p> <p><b>Social Facilitation</b></p>

	<p>Perform social facilitation by:</p> <ul style="list-style-type: none"> <li>• Develop a social facilitation implementation plan as a reference document for projects</li> <li>• Ensure provision of inputs to the Risk Management Plan</li> <li>• Ensure development and management of a Communication Plan</li> <li>• Provide input into the Monitoring and Reporting tool for the projects</li> <li>• Develop and ensure application of conflict resolution mechanisms</li> <li>• Develop social facilitation reporting templates</li> </ul> <p><b>Partnerships Facilitation:</b></p> <p>Perform partnerships facilitation by:</p> <ul style="list-style-type: none"> <li>• Create a systematic, process-driven approach to partner outreach and relationship management</li> <li>• Identify and source partnership opportunities</li> <li>• Collaborate with management and teammates to align internal goals with new and existing partner relationships</li> <li>• Deliver a great experience to partners by representing the ECRDA brand, and being partners' liaison internally</li> <li>• Maintain current partners and offer new ways to grow the partnership</li> </ul> <p><b>Stakeholder Relations:</b></p> <p>Perform stakeholder relations functions by:</p> <ul style="list-style-type: none"> <li>• Managing engagement with project stakeholders across all government levels</li> <li>• Develop and implement stakeholder engagement plans in accordance with the stakeholder engagement strategy</li> <li>• Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries</li> <li>• Arrange and attend stakeholder meetings with technical team members and ensure feedback of stakeholder responses and requests to technical teams are responded</li> <li>• Ensure accurate audit trail of all stakeholder engagements and record all contact/activities on stakeholder database</li> </ul>
3	<p><b>Specialist Services</b></p> <p>Perform Specialist services to:</p> <ul style="list-style-type: none"> <li>• Ensure the provision of implementation support, policy dialogue, technical assistance and knowledge management to the on-going rural livelihoods and rural development programmes and projects</li> <li>• Ensure the provision of implementation support to existing rural livelihoods operations, and other government-sponsored projects and grants</li> <li>• Lead and contribute to monitoring and evaluation and other analytical, advisory, specialist and technical assistance activities in collaboration with clients in the rural development sector with a focus on issues related to communities, farmer institutions, producer aggregation, enterprise development and agriculture and allied sectors</li> </ul>

	<ul style="list-style-type: none"> <li>• Lead and contribute to the mobilisation of and implementation of additional funding and grants for building the rural economic development programme in the Eastern Cape and across the country and Southern African region</li> <li>• Contribute to the overall strategic programme development within the Eastern Cape rural livelihoods and other related programmes</li> </ul>
	<p><b>Operational Risk Management:</b></p> <ul style="list-style-type: none"> <li>• Develop rural development infrastructure delivery operational threat identification and evaluation processes, as well as oversee their adoption across the ECRDA</li> <li>• Develop different possible scenarios for the mitigation of possible risks and provide recommendations for the management of these scenarios</li> <li>• Enter internal service level agreements with other business units providing critical support to core functions of the unit (e.g. GIS (ICT), Database Administration, Regional Directors, Finance, HR, SCM, Communications, etc.)</li> </ul>
	<p><b>Strategic Performance Management:</b></p> <p>Perform strategic Management responsibilities by:</p> <ul style="list-style-type: none"> <li>• Managing and develop key performance indicators (KPIs) to facilitate analysis and reporting of performance against rural development project management plans and budgets, as well as strategic objectives</li> <li>• Supporting the maintenance of effective rural development project management strategy, coaching, and development of rural development project management personnel, and identify and advise on areas for enhancement and focus</li> </ul>

## 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](mailto:recruitment@ecrda.co.za).

### NB:

- Without prejudice, correspondence will be limited to the short-listed 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](mailto:recruitment@ecrda.co.za)
- Technical enquiries may be directed to Mr Lungisa Mtumtum on 0664724002

Date of issue: 22 April 2024

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