

## 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.

<b>Position</b>	:	Project Manager: RED Hubs and Mechanization Centre
<b>Location</b>	:	Head Office
<b>Reporting Line</b>	:	Programme Manager
<b>Grade</b>	:	15
<b>Duration</b>	:	Permanent
<b>Start Date</b>	:	As soon as possible

### Main purpose of the Position

To render RED Hubs and Mechanisation Centre services to rural development project management

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

### ESSENTIAL REQUIREMENTS OF THE POST:

#### Education Qualification

Bachelor's degree in Agricultural Management or any relevant NQF Level 7 qualification.

A post graduate qualification will be an added advantage.

#### Experience

- 6 years working experience in the relevant field.
- 4 years' experience at supervisory level
- Code 8 driver's license

## Competencies Required:

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"><li>• Competent knowledge and understanding of relevant policy and legislation.</li><li>• Competent knowledge of performance management system</li><li>• Basic knowledge of team leadership</li><li>• Basic knowledge of supply chain management regulations</li><li>• Good governance</li><li>• Basic knowledge of Labour Relations Act</li><li>• Operational knowledge of field-specific activities</li><li>• Understanding of ECRDA's delegation of powers, as well as field-specific roles</li></ul>
<b>LEADERSHIP</b>
<ul style="list-style-type: none"><li>• Strategic Direction and Leadership</li><li>• People Management</li><li>• Programme and Project Management</li><li>• Financial Management</li><li>• Change Leadership</li><li>• Governance Leadership</li><li>• Stakeholder Relations</li></ul>
<b>CORE COMPETENCIES</b>
<ul style="list-style-type: none"><li>• Moral Competence</li><li>• Planning and Organising</li><li>• Analysis and Innovation</li><li>• Knowledge and Information Management</li><li>• Communication</li><li>• Results and Quality Focus</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 develop and maintain relations with other staff members</li></ul>

## KEY PERFORMANCE AREAS

1.	<p><b>Subject Matter Expert:</b></p> <ul style="list-style-type: none"><li>• Give professional or technical input and suggestion to the broader ECRDA and provide direction to staff within the sphere of operation and teams.</li><li>• Convey knowledge to other employees within other operating units and teams, where required or expected.</li></ul> <p>In order to provide subject matter expertise across the ECRDA</p>
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2.	<p><b>Procedure Revision and Documenting:</b></p> <ul style="list-style-type: none"> <li>• Identify and revise or document gaps in standard operating procedures.</li> <li>• Identify rooms for discretion or abuse in procedures and tighten the prescriptive requirements thereof.</li> <li>• Make input into delegation framework to maintain effectiveness of procedures, nonetheless the controls required.</li> </ul> <p>In order to ensure revision and documenting of procedures for effectiveness, and to curb discretion and abuse</p>
3.	<p><b>Task and Project Management Relationships:</b></p> <ul style="list-style-type: none"> <li>• Work together with project managers to share resources and experience, and to help to improve efficiency and overall performance.</li> <li>• Prioritize team tasks, optimize opportunities and avoid potential risks, and concentrate on what is best for the team.</li> </ul> <p>In order to ensure harmonious relationship with project managers</p>
4.	<p><b>Performance Management Process Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Determine an appropriate schedule for regular performance conversations with co-workers and employees managed directly.</li> <li>• Use the quarterly performance reviews for achievements, setbacks, and then use this information to align goals and development plan for coming year.</li> <li>• Deliver regular positive and constructive feedback.</li> <li>• Check-in on target or goal progress, offering coaching or assistance, or revise targets or goals as necessary.</li> </ul> <p>In order to ensure performance management with co-workers and of subordinates</p>

**RED Hubs and Mechanisation Centre:**

5.

- Consolidate and diversify the Rural Enterprise Development (RED) Hubs from current focus on maize production and milling to a range of commodities and services in advancing agro industrialisation across the rural regions of the Eastern Cape
- Undertake a detailed analysis of the existing provincial situation, understanding farmers' needs for machinery, equipment and agricultural services.
- Support smooth rollout of programme to secure private investment in service centre operators and assembly plants, ensuring long-term business viability.
- Ensure a strong link and market-based feedback between service operators and extension workers on appropriate soil conditions and operations needed on farmland for successful planting and harvesting, defining the starting and finishing dates of the different operations.
- Promote the use of appropriate technology for primary processing, value addition, low-cost scientific storage and transport of agricultural produce to minimise wastage during post harvesting processes.
- Select appropriate tools, implements and machines for energy management across the value chains of priority crops.
- Evaluate technical proposals by service centre operators to ensure proposed machinery, equipment and agricultural services is reflective of local economy and farmers' needs in selected locations.
- Ensure capacity building for farmers by service operators through their business model to ensure effective time working with equipment leased from service centres and equip farmers to choose good tractor / implement combinations that are economical.
- Ensure equipment to be leased by service operators to farmers is appropriate and business model allows for affordable leasing by farmers in priority value chains in key areas.
- Understand the functions, operating principles, service procedures and fault diagnosis of tractors and farm machinery, electrical and electronic systems as applied to agricultural machinery.
- Conduct research to ensure incorporation of best practices, latest trends and technologies to enable decision-making.
- Prepare detailed annual work plans and progress reports on mechanisation component in collaboration with other specialists and project managers.
- Develop recommendations for the ECRDA based on lessons learned to guide deployment / scaling of agricultural mechanisation.

6.	<p><b>Project management:</b></p> <ul style="list-style-type: none"> <li>• Determine and define project scope and objectives.</li> <li>• Predict resources needed to reach objectives and manage resources in an effective and efficient manner.</li> <li>• Prepare budget based on scope of work and resource requirements.</li> <li>• Track project costs in order to meet budget.</li> <li>• Develop and manage a detailed project schedule and work plan.</li> <li>• Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.</li> <li>• Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables.</li> <li>• Utilise industry best practices, techniques, quality and standards throughout entire project execution.</li> <li>• Monitor progress and make adjustments as needed.</li> <li>• Identify and mitigate risks.</li> <li>• Measure project performance to identify areas for improvement.</li> </ul>
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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](mailto: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](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.**