

## **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>	:	Executive: Regional Development Centres
<b>Location</b>	:	Head Office
<b>Reporting Line</b>	:	Chief Executive Officer
<b>Grade</b>	:	21
<b>Duration</b>	:	5 years fixed-term contract
<b>Start Date</b>	:	As soon as possible

### **Main purpose of the Position**

To implement ECRDA mandate and strategy and integrated regional rural development.

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

### **ESSENTIAL REQUIREMENTS OF THE POST:**

#### **Education Qualification**

- Master's Degree in Economic or Social Sciences or any relevant NQF Level 9 qualification.
- A Master of Business Administration (MBA) from a reputable institution will serve as a recommendation.

#### **Experience**

- 10-15 years working experience in a rural development field.
- 7 years' experience at Senior Management (Director) level
- 5 years' experience in a project management environment.

## 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>• Project management</li><li>• Stakeholder management</li><li>• Good governance</li><li>• Experience in implementation and monitoring of the organisational strategy</li></ul>
<b>LEADERSHIP</b>
<ul style="list-style-type: none"><li>• Strategic Direction and Leadership</li><li>• People Management</li><li>• Financial Management</li><li>• Change Management</li><li>• Corporate Governance</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>• Attention to details</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>• Willingness to travel long distances</li><li>• Ability to develop and maintain relations with other staff members and stakeholders</li><li>• Code 8 driver's license</li></ul>

## KEY PERFORMANCE AREAS

1.	<b>Program Planning:</b> <ul style="list-style-type: none"><li>• Develop an annual program plan for each region</li><li>• Cost the plan for each region</li><li>• Coordinate the identification of resources needed for each program</li><li>• Ensure alignment between the program and the strategy</li><li>• Align budget with the program</li><li>• Coordinate the identification of stakeholders for each program</li><li>• Ensure that every program in the region has a risk mitigation plan and it is implemented and reports on the progress are submitted.</li></ul>
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2.	<p><b>Program Monitoring:</b></p> <ul style="list-style-type: none"> <li>• Coordinate the development of the organization’s Annual Performance Plan</li> <li>• Lead the development of organisation’s performance targets</li> <li>• Ensure that the targets developed are Specific, Measurable Achievable, Reachable and Timebound.</li> <li>• Ensure costing of the plan is done by all executives.</li> <li>• Ensure timeous planning process in line with relevant directives and or legislation</li> </ul>
3.	<p><b>Program implementation:</b></p> <ul style="list-style-type: none"> <li>• Ensure a smooth coordination between Integrated Program Management (IPM) division and the Regional Centers</li> <li>• Develop Standard Operational Procedures on the program implementation with clear roles between the region and IPM.</li> <li>• Working with marketing and communication to ensure that all programs in the regions are getting necessary coverage</li> <li>• Coordinate the development of service level agreements between the units within the organisation</li> <li>• Ensure signing and monitoring of Service level agreements and Memorandum of understanding</li> <li>• Ensure that traditional leadership and or communities are consulted before implementation of any project</li> </ul>
4.	<p><b>Trade and Investment:</b></p> <ul style="list-style-type: none"> <li>• Coordinate, product development for each project and region</li> <li>• Working with Trade and Investment Executive to develop investment database.</li> <li>• Represent the region in the negotiation process to solicit potential investments into the region</li> <li>• Engage stakeholders in the regions to present potential investors and to get a buy in form them</li> </ul>
5.	<p><b>Leadership and Financial management:</b></p> <ul style="list-style-type: none"> <li>• Provide leadership to all the ECRDA Regionals Centres</li> <li>• Develop a budget for regional centres</li> <li>• Align the budget to the organisation’s Annual Performance Plan and specific programmes</li> <li>• Monitor expenditure against the approved budget</li> <li>• Develop a plan to improve debt collection in line with the organisations collections policy</li> <li>• Develop and maintain database of ECRDA tenants and ensure compliance with terms of the lease agreements.</li> <li>• Ensure collaboration with other executives</li> </ul>

	<b>Strategy Implementation:</b>
6.	<ul style="list-style-type: none"><li>• Ensure alignment of the region's plans with the ECRDA mandate and strategy</li><li>• Develop regional centres performance plans in line with the organisation's Annual Operation Plan</li><li>• Develop risk register for each region and monitor risk mitigation plan</li><li>• Report on the implementation of the risk register</li><li>• Report on the performance of the region against its target and develop a plan to improve the performance</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 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: 21 April 2024

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