



INTERNAL AND EXTERNAL ADVERTISEMENT

Position	:	Executive: Integrated Programme Management
Task Grade Level	:	20
Location	:	Head Office
Reporting Line	:	Chief Executive Officer
Duration	:	5-Year Contract
Start Date	:	As soon as possible
Position advert nr	:	C2

NOTE: Applicants must please clearly indicate the name and position number on the application.

Main purpose of the Position:

To carry out strategic management of integrated programme management for rural development

Minimum requirements:

Educational

Post-graduate qualification in relevant discipline

Experience

- 10 years working experience
- 8 years' experience at general management level (equivalent of Chief Director in the public service)
- Proven / evident successful operational and process management within public or private sector

Competencies Required:

Knowledge	<ul style="list-style-type: none"> • Advanced or superior knowledge and understanding of relevant policy and legislation • Advanced or superior understanding of institutional governance systems and performance management • Advanced or superior understanding of programme and project management, and delegation of powers • Good governance • Audit and risk management establishment and functionality; and • Budget and finance management
-----------	--

Leading Competences	Assessed Advanced or Superior proficiency level on the following leading competences : <ul style="list-style-type: none"> • Strategic Direction and Leadership • People Management • Programme and Project Management • Financial Management • Change Leadership • Governance Leadership • Stakeholder Relations
Core Competences	Assessed Advanced or Superior proficiency level on the following core competences : <ul style="list-style-type: none"> • Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus

Key Performance Areas:

1.	<p>Leadership:</p> <ul style="list-style-type: none"> • Participate with the CEO in developing a vision and strategic plan to guide the ECRDA, and the Division • Identify, assess, and inform the CEO of internal and external issues that affect the Division • Act as a professional advisor to the CEO on all aspects of the Division's activities • Foster effective team work between the CEO and the Executive, and between the Executive and staff • In addition to the CEO, act as a spokesperson for the Division • Conduct official correspondence on behalf of the CEO as appropriate and jointly with the CEO when appropriate • Represent the Division at ECRDA activities and with various stakeholders to enhance the profile of the role of the Division and professional image of the ECRDA. <p>In order to ensure that appropriate strategic leadership is provided to the Division to carry out its business</p>
----	--

2.	<p>Operational Planning and Management:</p> <ul style="list-style-type: none"> • Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Division • Ensure that the operations of the Division meet expectations of its clients, Board, and stakeholders • Oversee the efficient and effective day-to-day operations of the Division • Draft policies for the approval of the Board and prepare procedures to implement Division’s policies; review existing policies on an annual basis and recommend changes to the CEO or Board as appropriate • Ensure that personnel and client files are securely stored and privacy / confidentiality is maintained • Provide technical support to the CEO and Board by preparing Division-specific meeting agenda and supporting materials <p>In order to ensure the planning and day to day operational management of the Division</p>
3.	<p>Programme planning and management:</p> <ul style="list-style-type: none"> • Oversee the planning, implementation and evaluation of the Division's programmes and services • Ensure that the programmes and services offered by the Division contribute to the ECRDA's mission and reflect the priorities of the Board • Monitor the day-to-day delivery of the programmes and services of the Division to maintain or improve quality • Oversee the planning, implementation, execution and evaluation of special projects <p>In order to ensure the overseeing of programmes and projects, and management of implementation</p>

Rural Development Planning, Monitoring and Evaluation:

4.

- Engage with the provincial authorities for Agriculture, Rural Development and Sustainable Development on policy issues
- Conduct analysis of legal, economic, policy, social and institutional frameworks related to Eastern Cape's rural development, from the perspective of their adequacy, relevance and suitability for ECRDA's strategy
- Review the Eastern Cape rural economy, including its structure, status, trends, key drivers, gaps and impediments. This review should include issues related to rural employment; rural infrastructure; agriculture and food security; livestock; rural financing, supply-chains and trade
- Consult with provincial and municipal functionaries for Agriculture, Rural Development, Land and Social Development, as well as with the national level government entities as Departments of Agriculture, Fisheries, Land, Mineral Resources and Energy, to gain an understanding of their current plans and programmes for rural development in Eastern Cape
- Map out all rural development activities/projects already being carried out in Eastern Cape, including those being carried out by development partners and NGOs, and identify opportunities for synergies
- Identify key sub-sectors in the rural economy with economic potential and recommend steps to help realise that potential. This could include improving financial, technical and institutional support for small farmers, SMEs and social entrepreneurs in rural areas
- Interact with local communities and representatives of all stakeholder groups (including women and youth) in the identification of priority areas for rural development
- Identify ways for establishing and facilitating linkages such as supply chains, between the Eastern Cape rural economy and the Special Economic Zones
- Identify risks, including those related to climate change, skills levels of rural labour force, access to finance, and quality of institutional support from various provincial and national authorities
- Design a comprehensive rural development strategy that focuses on improving the quality of life in Eastern Cape's rural areas and prospects of rural livelihoods. The strategy should identify opportunities for rural economic development and integration with regional economy; agricultural diversification; innovations such as use of green technologies for farming, fisheries and livestock; and improving local capacity for business planning
- Develop a time-bound action plan for implementation of the strategy
- Develop a real-time system of monitoring and evaluation of the rural development plans, strategies, and projects

In order to ensure that rural development is planned, monitored and evaluated within an integrated framework that is effective, and has the ability to guarantee returns for the ECRDA strategy

5.	<p>Project Management Framework:</p> <ul style="list-style-type: none"> • Provide mandate and strategic alignment for programmes and projects • Oversee the management of integrated programme and project management systems, and maintenance of database of all projects • Oversee the standard reporting and processes for all programmes and projects • Oversee the provision of programmes and projects' information centre services • Lead the development of strategies and guidelines for engaging private enterprises in rural development programmes and projects • Oversee the provision of projects' specialist and technical advisory services, and training • Oversee the rendering of social facilitation services • Oversee the rendering of stakeholder management, interagency and intergovernmental relations services • Oversee the rendering of private sector partnerships management services <p>In order to ensure that project management frameworks and programmes are in place, are effective, and result in implementation</p>
6.	<p>Infrastructure Delivery Management:</p> <ul style="list-style-type: none"> • Oversee rural infrastructure portfolio planning • Oversee the creation, management, and fulfilment of rural infrastructure contracts (procurement planning) • Oversee rural infrastructure package planning and definition (project organisation, setup, standards) • Oversee the development and documentation of designs for rural infrastructure • Oversee site activities and works handover for rural infrastructure development • Oversee projects closure in terms of archiving information, updating portfolio, and package completion for rural infrastructure • Oversee the conducting of periodic in-use evaluation of rural infrastructure <p>In order to ensure that rural infrastructure delivery is managed through a professional infrastructure delivery management system (IDMS), that it is effective, and results in planned rural development</p>
7.	<p>Financial planning and management:</p> <ul style="list-style-type: none"> • Work with staff, CFO, CEO and the Board to prepare comprehensive budgets to secure adequate funding for the operation of the Division • Approve expenditures within authority delegated by the CEO and Board • Administer the funds of the Division according to the approved budget and monitor the monthly cash flow of the Division • Provide the CEO and Board with comprehensive, regular reports on the programme expenditures of the Division • Ensure that the Division complies with all public financial legislation <p>In order to ensure proper planning and financial management for the Division</p>

8.	<p>Human resources planning and management:</p> <ul style="list-style-type: none"> • Determine staffing requirements for Division programme delivery • Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff • Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations • Recruit, interview and select staff that have the right technical and personal abilities to help further the Division's objectives • Ensure that all staff receive orientation to the Division and that appropriate training is provided • Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis, and conducting quarterly performance reviews and an annual performance assessment • Coach and mentor staff as appropriate to improve performance • Discipline staff when necessary using appropriate techniques, including dismissing staff when necessary using appropriate and legally defensible procedures <p>In order to ensure appropriate planning and management of human resources for the Division</p>
9.	<p>Stakeholder relations / advocacy:</p> <ul style="list-style-type: none"> • Communicate with stakeholders to keep them informed of the work of the Division, and identify changes in rural development trends and landscape • Establish good working relationships and collaborative arrangements with stakeholders (e.g. businesses, communities, public entities) and other organisations to help achieve the goals of the ECRDA <p>In order to ensure strong stakeholder relations with the ECRDA stakeholders</p>
10.	<p>Risk management:</p> <ul style="list-style-type: none"> • Identify and evaluate risks to the Division's people (clients, staff), property, finances, goodwill, and image and implement measures to control risks • Ensure that the ECRDA carries appropriate and adequate insurance coverage for people and assets of the Division, where applicable and necessary • Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage <p>In order to ensure proper risk mitigation for the Division</p>
11.	<p>Perform any other related duties as instructed by the CEO</p>

GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, certified copies 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 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 is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998)
- ECRDA reserves the right to appoint or not to make an appointment.
- Interviews will be conducted via MS Teams virtual platform, unless stated otherwise
- Administrative enquiries may be directed via email to Sarieta Maasdorp at maasdorps@ecrda.co.za
- Technical enquiries may be directed via email to C. Gardner at gardnerc@ecrda.co.za
- Date of issue: 18 June 2021

CLOSING DATE: 29 June 2021 at 12h00 midday. Late applications will not be accepted.