



## INTERNAL AND EXTERNAL ADVERTISEMENT

<b>Position</b>	:	<b>Executive: Rural Financial Services</b>
<b>Task Grade Level</b>	:	<b>20</b>
<b>Location</b>	:	<b>Head Office</b>
<b>Reporting Line</b>	:	<b>Chief Executive Officer</b>
<b>Duration</b>	:	<b>5-Year Contract</b>
<b>Start Date</b>	:	<b>As soon as possible</b>
<b>Position advert nr</b>	:	<b>D2</b>

**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 rural financial services for rural development

### ***Minimum requirements:***

#### **Educational**

- Bachelor's degree in Finance, Rural Finance, Development Studies or a related field
- Post-graduate qualification in relevant discipline relevant to the Rural Financial Services executive position
- A post-graduate degree in General Management or a related field will be an added advantage

#### **Experience**

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

**Competencies Required:**

<p>Knowledge</p>	<ul style="list-style-type: none"> <li>• Advanced or superior knowledge and understanding of relevant policy and legislation</li> <li>• Advanced or superior understanding of institutional governance systems and performance management</li> <li>• Advanced or superior understanding of rural financial services, and delegation of powers</li> <li>• Good governance</li> <li>• Audit and risk management establishment and functionality; and</li> <li>• Budget and finance management</li> </ul>
<p>Leading Competences</p>	<p>Assessed <b>Advanced or Superior</b> proficiency level on the following <b>leading competences</b>:</p> <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>
<p>Core Competences</p>	<p>Assessed <b>Advanced or Superior</b> proficiency level on the following <b>core competences</b>:</p> <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>

**Key Performance Areas:**

<p>1.</p>	<p><b>Leadership:</b></p> <ul style="list-style-type: none"> <li>• Participate with the CEO in developing a vision and strategic plan to guide the ECRDA, and the Division</li> <li>• Identify, assess, and inform the CEO of internal and external issues that affect the Division</li> <li>• Act as a professional advisor to the CEO on all aspects of the Division's activities</li> <li>• Foster effective team work between the CEO and the Executive, and between the Executive and staff</li> <li>• In addition to the CEO, act as a spokesperson for the Division</li> <li>• Conduct official correspondence on behalf of the CEO as appropriate and jointly with the CEO when appropriate</li> <li>• Represent the Division at ECRDA activities to enhance the profile of the role of the Division</li> </ul> <p>In order to ensure that appropriate strategic leadership is provided to the Division to carry out its business</p>
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2.	<p><b>Operational Planning and Management:</b></p> <ul style="list-style-type: none"> <li>• Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the Division</li> <li>• Ensure that the operations of the Division meet expectations of its clients, Board, and stakeholders</li> <li>• Oversee the efficient and effective day-to-day operations of the Division</li> <li>• 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</li> <li>• Ensure that personnel and client files are securely stored and privacy / confidentiality is maintained</li> <li>• Provide technical support to the CEO and Board by preparing Division-specific meeting agenda and supporting materials</li> </ul> <p>In order to ensure the planning and day to day operational management of the Division</p>
3.	<p><b>Programme planning and management:</b></p> <ul style="list-style-type: none"> <li>• Oversee the planning, implementation and evaluation of the Division's programmes and services</li> <li>• Ensure that the programmes and services offered by the Division contribute to the ECRDA's mission and reflect the priorities of the Board</li> <li>• Monitor the day-to-day delivery of the programmes and services of the Division to maintain or improve quality</li> <li>• Oversee the planning, implementation, execution and evaluation of special projects</li> </ul> <p>In order to ensure the overseeing of programmes and projects, and management of implementation</p>
4.	<p><b>Rural Financial Services:</b></p> <ul style="list-style-type: none"> <li>• Oversee the provision of demand-oriented financial services for rural small businesses and entrepreneurs, especially women and poorer households</li> <li>• Oversee the support to funded rural enterprise projects to achieve success in order to reduce loan impairments</li> <li>• Drive the development of alternative securitisation solutions to increase lending to people with no security</li> <li>• Develop partnerships to increase access to financial services to rural people</li> <li>• Oversee business plan development and technical support</li> <li>• Oversee product development, product performance review, and product optimisation</li> <li>• Oversee credit control, collections, and portfolio performance</li> </ul> <p>In order to ensure that rural financial services are provided and managed to ensure optimisation of rural entrepreneurship and sustainable livelihoods.</p>

5.	<p><b>Financial planning and management:</b></p> <ul style="list-style-type: none"> <li>• Work with staff, CFO, CEO and the Board to prepare comprehensive budgets to secure adequate funding for the operation of the Division</li> <li>• Approve expenditures within authority delegated by the CEO and Board</li> <li>• Administer the funds of the Division according to the approved budget and monitor the monthly cash flow of the Division</li> <li>• Provide the CEO and Board with comprehensive, regular reports on the programme expenditures of the Division</li> <li>• Ensure that the Division complies with all public financial legislation</li> </ul> <p>In order to ensure proper planning and financial management for the Division</p>
6.	<p><b>Human resources planning and management:</b></p> <ul style="list-style-type: none"> <li>• Determine staffing requirements for Division programme delivery</li> <li>• Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff</li> <li>• Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations</li> <li>• Recruit, interview and select staff that have the right technical and personal abilities to help further the Division's objectives</li> <li>• Ensure that all staff receive orientation to the Division and that appropriate training is provided</li> <li>• 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</li> <li>• Coach and mentor staff as appropriate to improve performance</li> <li>• Discipline staff when necessary using appropriate techniques, including dismissing staff when necessary using appropriate and legally defensible procedures</li> </ul> <p>In order to ensure appropriate planning and management of human resources for the Division</p>
7.	<p><b>Stakeholder relations / advocacy:</b></p> <ul style="list-style-type: none"> <li>• Communicate with stakeholders to keep them informed of the work of the Division, and identify changes in rural development trends and landscape</li> <li>• 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</li> </ul> <p>In order to ensure strong stakeholder relations with the ECRDA stakeholders</p>

8.	<p><b>Risk management:</b></p> <ul style="list-style-type: none"> <li>• Identify and evaluate risks to the Division's people (clients, staff), property, finances, goodwill, and image and implement measures to control risks</li> <li>• Ensure that the ECRDA carries appropriate and adequate insurance coverage for people and assets of the Division, where applicable and necessary</li> <li>• Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage</li> </ul> <p>In order to ensure proper risk mitigation for the Division</p>
9.	<p><b>Perform any other related duties as instructed by the CEO</b></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](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 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](mailto:maasdorps@ecrda.co.za)
- Technical enquiries may be directed via email to C. Gardner at [gardnerc@ecrda.co.za](mailto:gardnerc@ecrda.co.za)
- Date of issue: 18 June 2021

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