## JOB PROFILE

### POSITION DESCRIPTION

<table>
<thead>
<tr>
<th><strong>Position Title</strong></th>
<th>Development Specialist</th>
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<tbody>
<tr>
<td><strong>Purpose</strong></td>
<td>The position will provide technical expertise in designing, development and implementation of development interventions for NGOs, CBOs, FBOs, Cooperatives and community based ECD centres. In addition, the position will provide subject matter expertise in the development of Civil Society organisations (CSOs) including Cooperatives and community based ECD centres mobilisation strategy, the identification and development of CSOs mobilisation interventions as well as monitoring and reporting in this regard</td>
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<tr>
<td><strong>Directorate</strong></td>
<td>Development Management and Research</td>
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<td><strong>Reports To</strong></td>
<td>Manager: Development</td>
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<td><strong>Position location</strong></td>
<td>National Office</td>
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<td><strong>Peromnes Grade</strong></td>
<td>Grade 7</td>
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<td><strong>Number of Direct Reports</strong></td>
<td>None</td>
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### POSITION REQUIREMENTS

| **Minimum Qualification** | A Post Graduate/ Honours qualification in Development studies, Social Sciences or Education & Training  
|                          | Development or other relevant training and facilitation qualifications |
| **Essential Experience**  | 5-7 years’ proven experience in development initiatives for CSOs (NGOs, CSOs and CBOs, including Cooperatives and community based ECD)  
|                          | Experience in formulation and implementation of CSOs programmes  
|                          | Experience in designing operating procedures for community development programmes  
|                          | Strong skill set in capacitating staff at operational level on development methodologies and approaches aimed at CSOs including cooperatives and ECD centres staff.  
|                          | Experience interacting with government institutions and civil society organizations |
### Knowledge
- Good technical understanding and application of CSOs development processes and procedures
- Good technical understanding and application of development and use of instruments to support development interventions in the South African context.
- Understanding and application of designing standard operation procedures for community development programmes implemented by the CSOs including cooperatives and ECD centres in respect of developing processes, procedures and tools to support implementation of a programme.
- Good understanding and application of tools and systems for guiding CSOs including cooperatives and ECD centres on improving their operations and linkages to resources at local, national and international levels to support or fund their programmes.
- Understanding and application facilitation methodologies, mentoring, supervision of people implementing development programmes (formal and non-formal).
- Experience interacting with government institutions and civil society organizations.
- Demonstrated competence to assess priorities and manage a variety of activities in a time-sensitive environment and meet deadlines with attention to detail and quality.
- Strong interpersonal and team building skills are required.

### Skills & Abilities
- Strategy development and analysis
- Development of materials for facilitating staff training on frameworks, models and tools for development programmes
- Development of systems, processes and tools
- Training and Facilitation skills
- Project Management and Monitoring

### Personal Attributes
- Technical
- Initiative
- Analytic
- Decisive

### MAIN AREAS OF RESPONSIBILITY
- Design, develop and implement needs and impact-driven CSOs development programmes
  - In conjunction with the Provincial Managers, conduct regular assessment of CSOs, including Cooperatives and community based ECD centres development needs for support by the NDA
  - Liaise with Provincial Managers and District Manager & development Officers on development needs issues affecting CSO’s including Cooperatives and community based ECD centres
  - Develop interventions that address the civil society organisations including Cooperatives and community based ECD centres needs in responding to development
- Facilitate and co-ordinate CSOs development implementation of interventions as and when required
- Quality assure all CSOs including Cooperatives and community based ECD centres interventions provided by the NDA
- Ensuring mentorship and workplace support for all CSOs mobilisation interventions
- Develop, design and ensure compliance to CSOs including Cooperatives and community based ECD centres policy framework and implementation plans
- Develop and implement CSOs mobilisation administration and procedural systems
  - Develop and manage all necessary CSOs mobilisation administrative and procedural systems
  - Actively ensure adherence to established procedures and address deviations as appropriate
  - Recommend and implement improvements to established processes and procedures
  - Ensure that all relevant statistics are retained and included in reports
- Design and ensure development tools to enable the NDA to develop a database for all CSOs provided development services by the NDA and partners
  - Continuously quality assures the database as appropriate with information about development and compliance of CSOs including Cooperatives and community based ECD centres in the province
- Develop tools for CSOs development interventions
  - Develop CSOs including Cooperatives and community based ECD centres needs assessment tools, interventions monitoring tools and activity reporting tools
  - Develop guidelines to source appropriate services of service providers required to support CSOs mobilisation interventions including registration of CSOs, compliance to registration requirements and reporting
  - Work closely with M&E Specialist to monitor and evaluate the CSOs mobilisation to measure improvement and quality of interventions

### KEY RELATIONSHIP INTERFACES

<table>
<thead>
<tr>
<th>Internal Relationships - other than reporting lines (manager and subordinates). *</th>
<th>External Relationships (With Local/Provincial structures and other key parties, specify)</th>
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<tbody>
<tr>
<td>Office of the Chief Operations Officer – Provincial and District</td>
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<tr>
<td>Monitoring and Evaluation Unit</td>
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<tr>
<td>Research Unit</td>
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<tr>
<td>National &amp; Provincial Departments of Social Development</td>
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<tr>
<td>Government departments</td>
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<tr>
<td>Civil society organisations (CSOs) sector</td>
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Signed by: 

Authorised by:
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<tr>
<th><strong>Job Holder</strong></th>
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<td>Date:</td>
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