NDA
National
Development
Agency

JOB PROFILE

POSITION DESCRIPTION	
Position Title	**Development Manager**
Purpose	The Development Manager is tasked with the responsibility of coordinating and implementing the plans of the Province in support of the Provincial Manager as well as acting as a community liaison and representative of the NDA within the relevant communities where projects are implemented. The Development Manager will have to conduct continual quality assurance on the projects interacting with Development Officers, District Manager and all other relevant stakeholders.
Division	Core Operations
Reports To	Provincial Manager
Position location	Province: **Eastern Cape**
Peromnes Grade	**P8**
Number of Direct Reports	None

POSITION REQUIREMENTS	
Minimum Qualification	• Bachelor ‘s degree in social sciences or developmental studies • Additional studies in programme and/or project management is an added advantage.
Essential Experience	• At least three (3) years’ project management experience within a community development environment. • Experience working with provincial and local governments, community organisations, as well as working with donors.
Knowledge	• Knowledge and understanding of public services policies and regulations. • Broad and in-depth knowledge of project and programme management. • Knowledge of ICT for development.

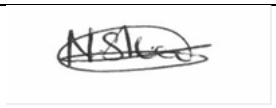
	• Grant Management, Financial Management, Community Development and Development Processes. • Knowledge of analysis techniques and tools.
Skills & Abilities	• Strong self-discipline. • Ability to work under pressure. • Good communication and presentation skill. • Be able to work independently. • Must have strong interpersonal skills. • Must be self-motivated. • Resilient disposition. • Leveraging diversity. • Analytical ability.
Competencies	• Job Knowledge • Technical Skills • Acceptance of responsibility • Quality of Work • Reliability • Initiative • Communication • Interpersonal Relationships • Flexibility • Team Work • Planning and Execution

MAIN AREAS OF RESPONSIBILITY	
Operations Management	***Grants and Resource Mobilisation*** • Identify projects within poverty pockets as defined by the Development Management and Research Directorate, and assist with the identification of a broad range of civil society organisations working with the poor and community. • Coordinates the formulation and preparation of projects within the Province. • Ensure assessments are conducted to determine feasibility of projects or needs in terms of building project sustainability. • Facilitate contracting between NDA and project partners using available NDA resources. • Monitor and evaluate NDA provincial development project performance and take the necessary corrective action in cases of deviations from policies and procedure. • Conduct project impact assessment to determine programme impact on communities in relation to the NDA's mandate. • Identify needs for the commissioning of studies and submit a motivation to the Provincial Manager to assess and commission the study. • Use approved tools to conduct monitoring and evaluation project assessments.

	• Provide feedback to the Development Management and Research Directorate, and other directorates as appropriate, in terms of results from the impact assessments or other studies. • Ensure proper project close-out in accordance with the NDA policy. • Proactively provide feedback in order to improve directorate's policies and procedures • Facilitate resource mobilisation for the benefit of CSOs • Facilitate linkages of CSOs to economic and funding opportunities ***Capacity Building*** • Identify institutional capacity building needs for funded projects and for other CSO partners in conjunction with Districts. • Provide or solicit capacity enhancement support for project partners involved in poverty eradication. • Manage service level agreements with appointed service providers, and quality assure their service offerings. • Prepare on-going monitoring reports in relation to impact of capacity building interventions.
Financial/Fiscal Management	• Monitor, manage and administer project budgets to ensure that funds are expended in accordance with budget allocations • Ensure implementation of projects adheres to applicable procurement prescripts
Stakeholder Management/Community Relations/Advocacy	• Facilitate processes for partnering at local level • Develop and maintain relationships with project partners, NDA donors, provincial government departments, local government and civil society organisations as delegated by Provincial Manager • Identify and engage beneficiaries in processes of community planning and participatory policy initiatives • Assist with promotion of dialogue on poverty eradication initiatives • Assist with the organising and setting up of conferences, seminars and workshops to discuss and suggest relevant poverty policy alternatives particularly at the community level • Assist with the identification of strategic policy issues, as identified from a grassroots level, for discussion and debate with key NDA stakeholders • Assist with the compilation and documentation of policy initiatives and discussion forums • Assist with the dissemination of poverty alleviation policy initiatives in consultation with the Research and Development Directorate
Risk Management	• Integrate NDA risk management strategy in all NDA-funded projects to ensure compliance with contractual obligations and applicable policies of the NDA and of project partners • Initiate risk mitigation processes for identified projects • Identify and evaluate risks for identified projects • Report on the identified risks and risk management strategies • Resolve audit queries and complete risk management reports as appropriate for identified projects

Reporting	• Provide regular feedback to Provincial Manager in regard to provincial operations • Coordinate the submission of project applications to the Provincial Manager, for submission to relevant Grant processing committees • Compile and submit statistical/statutory reporting as required • Prepare and submit monthly and quarterly performance reports to the Provincial Manager • Coordinates the monitoring and reporting on the performance of projects, and recommend improvements to processes and procedures

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	**External Relationships (With Local/Provincial structures and other key parties, specify)**
• NDA employees • NDA Support services • Management	• NDA clients • NDA Partners/ associates • Provincial and Local government • Traditional Leadership

Signed by: (**Job Holder)**	Authorised by: 
Date:	Date: 28/09/2026