NDA
National
Development
Agency

JOB PROFILE

POSITION DESCRIPTION	
Position Title	Development Officer (DO)
Purpose	The Development Officer's responsibility is to empower Civil Society organisations (CSOs) to be able to: identify their assets, needs, opportunities, rights and responsibilities; plan what they want to achieve and take appropriate action; develop activities to implement community development/poverty alleviation programmes and services. In addition, the DO is responsible for facilitation of capacity building programmes for the CSOs in the province.
Reports To	Provincial Manager/Development Manager
Position location	Mpumalanga
Peromnes Grade	9*
Number of Direct Reports	None

POSITION REQUIREMENTS	
Minimum Qualification	• Bachelor's degree in development and/ or social sciences. • Additional studies in programme and/or project management is an added advantage.
Essential Experience	• Exposure to community development or social work. • Training facilitation. • Proficiency in the languages spoken in the province. • Valid driver's licence
Knowledge	• Knowledge of working in a community development environment and working with community-based organisations and structures.

POSITION REQUIREMENTS	
	• Knowledge and exposure of working with government departments or agencies in the social, development or economic clusters or working with civil society organisations providing services at community level. • Knowledge or exposure to development training, mentoring, community-based organisation support and development work. • Exposure to public service policies and regulations. • Knowledge and exposure of NPO Act, Cooperatives Act. • Knowledge or exposure to project and programme management principles and application. • Knowledge or exposure to community and organisational analysis techniques and tools. • Knowledge or exposure to community entry and diagnosis techniques. • Knowledge and exposure to the skills development landscape of people working in community-based organisation.
Skills & Abilities	• Analytical ability. • Negotiation. • Service motivation. • Creativity & innovation. • Excellent communication skills – written and verbal. • Mentoring and incubation skills to support community projects. • Ability to perform multiple tasks • Ability to facilitate and present to members of communities. • Proficient in MS Office Suite.
Competencies	• Job Knowledge • Technical Skills • Acceptance of responsibility • Quality of Work • Reliability • Initiative • Communication • Interpersonal Relationships • Flexibility • Teamwork • Planning and Execution

MAIN AREAS OF RESPONSIBILITY	
CSOs mobilisation	• Conduct CSOs mobilisations through community entry and engagement processes for purposes of mapping CSOs needs in a local area. • Identify CSOs needs, including Cooperatives' skills, assets, issues and needs for development support. • Produce CSOs community profiles and needs assessments reports for purposes of developing effective development interventions for local CSOs. • Provide capacity building and CSOs support interventions to ensuring that local CSOs, including Cooperatives have functional structures and systems to support their operations. • Conduct CSOs dialogues to foster local based networks and provide platforms for CSOs at local level to plan integrated community development programmes driven by the CSOs. • Identify resources with the local CSOs including Cooperatives to support their existing community programmes in line with local development needs. • Assist CSOs, including Cooperatives in formally registration processes with relevant registration body. • Develop a database of all CSOs including Cooperatives with all relevant information required in the database in the Wards you are responsible for in a district municipality. • Building links with local funders, donors, government departments and other agencies for partnerships with CSOs including Cooperatives at local level. • Raise public awareness, through dialogues and public engagements on issues relevant to the community and CSOs including Cooperatives operations in the local area. • Liaising with interested groups and individuals to mobilise local resources including financial resources to support local CSOs Cooperatives work in the local area. • Mediating in matters of conflict within the CSOs including Cooperatives and within the CSOs sector in general. • Planning, attending and coordinating meetings and events for CSOs including Cooperatives and community. • Providing support to CSOs including Cooperatives that are non-compliant with the registration requirements. • Participate in the selection, short listing, site visit and adjudication of the national categories and provincial categories for NDA projects awards.

MAIN AREAS OF RESPONSIBILITY	
CSOs capacity building	• Identify institutional capacity building needs for CSOs within the province. • Identify the interventions needed by CSOs including Cooperatives within the province. • Group and classify CSOs, including Cooperatives, according to the needs analysis and interventions required to improve their capabilities and quality of service. • Prioritise capacity building interventions required by the CSOs including Cooperatives, according to the needs of the organisations • Draw Capacity Building Plan (indicating the dates, venue, number of participants and the intervention). • Train, mentor, incubate and support CSOs including Cooperatives that require institutional capacity strengthening. • Refer and link CSOs, including Cooperatives that require technical training and support to relevant institutions and conduct follow up to assess progress. • Manage logistics for all capacity building events; schedules training sessions and ensures facility setup and communication to the participating communities • Participate in relevant sector education training ensuring that capacity building interventions take place as planned. • Monitor and evaluate the use, relevance and impact of training materials. • Continually assess the effectiveness of programs developed and/or administered. • Ensure compliance to curriculum delivery standards and implement monitoring systems and procedures • Identify and engage with relevant stakeholders for capacity building. • Liaise and manage relationships with other capacity building strategic partners involved in capacity building. • Ensure regular information sharing of the activities of the capacity building programme within NDA • Ensure that proper record keeping (statistics) are retained and updated regularly and prepare and submit statistical/statutory reporting as appropriate.
Reporting	Prepare and submit monthly reports on the implementation of operational plans. These reports must cover all key performance areas including capacity-building programmes and other operational issues and include the relevant portfolio of evidence. Submit the completed reports on time to the Provincial Manager or Development Manager.

KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	**External Relationships (With Local/District/ Provincial structures and other key parties)**
• NDA employees • NDA corporate support services • Management	• Department of Social Development • SASSA • Sector Departments • Setas • District Municipalities • CSI Departments • CSO Networks • Local government officials • Community Development Workers within districts • Other relevant role players

Signed by: (**Job Holder)**	Authorised by: Ms. N.D. Tlakula 
Date:	Date: 27 October 2026