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 District.
Reports To	Provincial Manager/Development Manager
Position location	District Office – Western Cape
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 District. • Valid driver's licence

Knowledge	• Knowledge of working in a community development environment and working with community based organisations and structures. • 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 • Team Work • 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.

CSOs capacity building	• Identify institutional capacity building needs for CSOs within District Municipality. • Identify the interventions needed by CSOs including Cooperatives within the District. • 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	• Preparing reports and submit monthly reports with portfolio of evidence on time to the Development Coordinator/ District Manager. • Prepare reports on to capacity building with regard to the implementation of capacity building programmes or operational issues.

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 corporate support services • Management	• Department of Social Development – District • SASSA - District • District Municipality • CSI Departments • CSO Networks • Local government officials • Community Development Workers in the district

Signed by: (**Job Holder)**	Authorised by: 
Date:	Date: 29 October 2026