NDA
National
Development
Agency

JOB PROFILE

POSITION DESCRIPTION	
Position Title	**Provincial Manager - Mpumalanga**
Purpose	The incumbent will plan, manage and coordinate the NDA's provincial operations, development programmes, provincial special projects to ensure accomplishment of the goals and objectives of the Province as defined by the NDA's mandate. The Provincial Manager is responsible for strategic and successful leadership and management of the NDA Provincial and Districts development programmes and projects as defined by NDAs mandate.
Directorate	Core Operations
Reports to	Chief Operations Officer
Position Location	Head Office
Peromnes Grade	6+
Number of Direct Reports	**5x direct reports** • Development Manager • District Managers • Administrative Assistant: Province • Administration Officer • M&E Officer

POSITION INFORMATION	
Minimum Qualification	• Bachelor's degree in development studies or management qualification. • Postgraduate qualification in development studies will be added advantage
Essential Experience	• At least five (5) years' experience in development programme management of which at least three years must be at a management level. • Experience working with all spheres of government, community organisations as well as donors (national and international). • Experience in development, capacity building and training. • Experience in planning and execution. • Risk management. • Financial management. • People management and empowerment.
Knowledge	• Knowledge and understanding of public service policies and regulations. • Broad and in-depth knowledge of programme management. • Knowledge of ICT for development • Grant Management. • Financial Management. • Community Development. • Knowledge of strategic management principles. • Policy development and analysis. • Training and development. • People management and empowerment. • Corporate governance.
Competencies	• Strategic Capability and Leadership • Policy conceptualization, analysis and implementation • People Management and Empowerment • Programme and Project Management • Financial Management • Change Management • Knowledge Management • Service Delivery Innovation • Problem Solving and Analysis • Client Orientation and Customer Focus • Communication • Honesty and Integrity • Interpersonal skills • Leveraging diversity • Coaching and mentoring

MAIN AREAS OF RESPONSIBILITY	
Operations Management	• Responsible for the development and implementation of the Provincial operational plans. • Oversee all planning and implementation of CSOs development programmes, as well as partnerships with private, public and civil society organisations in poor communities. • Align NDA's programmes to the National, Provincial, Local governments and other relevant stakeholders plans. • Serve as a link between National, Provincial and District Offices. • Provide management and leadership support regarding all programmes and structures of NDA. • Constantly monitor and report on provincial programmes' performance and implement improvements in operational processes and procedures. • Participate in NDA's committees and task teams as delegated. • Liaise with national office to facilitate efficient and effective operations of the Province and Districts. • Provide oversight of all programmes' operations in the Province and Districts. • Provide management support to Presidential, Ministerial, MECs and Mayoral programmes within the assigned Province.
Leadership and Governance	• Assessment of provincial business environment in order to identify issues affecting provincial operations. • Oversee implementation of provincial poverty eradication strategies • Participate in the NDA's strategic planning sessions. • Advise NDA Management on all aspects of provincial activities and operations with the aim of improving service delivery. • Foster effective teamwork between the Province and District levels of the organization. • Provide interface between NDA and Provincial stakeholders to actively build the credibility and reputation of the Organization. • Represent the organisation at all Provincial structures including government, donor and community level to enhance the organisation's profile and reputation.
Human Capital Management	• Develop adequate levels of Provincial and Districts staff resources as defined by NDA guidelines.

	• Guide, lead and direct NDA Provincial and Districts staff in the Districts to be able to achieve the set objectives. • Monitor and manage staff performance in compliance with the NDA Performance Management Policy and processes • Identify staff training and development needs and ensure implementation. • Implement labour relations policies within the Province. • Promote and maintain a positive working environment in the Provincial and Districts offices. • Communicate with all corporate support directorates regarding work issues.
Financial/Fiscal Management	• Develop and submit operational budget proposals for Provincial and Districts offices to the Office of the Chief Operations Officer within specified time frames. • Monitor, control and administer the NDA Provincial and Districts budget so that spending is in line with approved budgets. • Manage budget and expenditure of third party funds. • Ensure compliance to the PFMA.
Partnering/Stakeholder Management/Community Relations/Advocacy	• Leverage and mobilize resources for poverty eradication programs in the Province and Districts. • Develop and facilitate processes for partnerships at Provincial and Districts level. • Draft and negotiate Service Level Agreements for partnerships on CSO development. • Facilitate and manage funding agreements at Provincial and District level. • Develop and maintain relationships with project partners, NDA donors, Provincial and Districts government departments, SOEs, local government and civil society organizations • Identify and engage beneficiaries in processes of community planning and participatory policy initiatives. • Promote dialogues on development topics and issues. • Organise forums to discuss and suggest relevant development policy alternatives particularly at community, Provincial and District level. • Identify strategic policy issues for discussion and debate with key NDA stakeholders. • Compile, document and disseminate information on development policy initiatives.

	• Contribute towards the attaining of provincial government deliverables. • Make inputs and commitments to DSD MEC's provincial budget speech.
Risk Management	• Integrate NDA's 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 operations within assigned areas. • Identify, evaluate and report on risks and risk management strategies. • Resolve audit queries and complete risk management reports. • Ensure adherence by Provincial and District staff to all NDA policies and processes as applicable.
Reporting	• Provide monthly, quarterly and annual reports to the Chief Operations Officer with regard to Provincial and Districts operations. • Develop and submit reports (monthly and quarterly) for third party programmes • Develop and submit quarterly projects monitoring reports. • Prepare response to questions by government oversight structures.

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 • NDA Board	• NDA clients • NDA Partners/ associates • Provincial and Local government • Traditional Leadership

Signed by: Nkhensani Mthembi	Authorised by:
Date: 03 November 2026	Date: