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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency SOC Ltd
Reg nr: 2006/09693/30

EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO. 02/2020/2021

Applications are hereby invited from suitably qualified persons for the following position:
PROGRAMMES DEPARTMENT

MANAGER LED
FIVE YEAR FIXED TERM CONTRACT
ALL INCLUSIVE TOTAL REMUNERATION PACKAGE: R634 760

**THE INCUMBENT WILL BE REPORTING TO THE EXECUTIVE MANAGER
PROGRAMMES. STATIONED PLACE: MOUNT AYLIFF**

JOB PURPOSE: Planning, Organizing and Control of the activities of the Programmes Division of the Entity, including matters of the Executive Management. • Develop, implementing and reviewing policies, procedures, strategies and plans for the Programmes division. • Establish and maintaining strategic partnerships with formations of National, provincial government and the district municipality and as well and Non- profit organization. • Plans and performs tasks/ activities and key deliverables associated with the Programmes Branch through the implementation of a Programmes strategy. • Ensure that the division participates in the performance management system of the municipality by ensuring development, implementation, monitoring and evaluation of performance of the employees in the division.

KEY REQUIREMENTS:

- Grade 12
- A National Diploma/ Bachelor's Degree in Economics, Development Economics, Business Management, a relevant postgraduate qualification or equivalent
- Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 (SAQA Qualification ID 48965) will be an added advantage
- Minimum of 5 Years' experience in Local Economic Development field
- Knowledge of procurement function
- Good understanding of Local Government legislation
- Knowledge of Municipal Finance Management Act
- Knowledge of the Preferential Procurement Policy Framework
- Knowledge of the Public Finance Management Act and related legislation
- Strong analytical skills and attention to detail
- A valid driver's license.

KEY PERFORMANCE AREAS:

Providing developmental support to all tiers of the parent municipality for planned project outputs and outcomes • Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality • Assist in directing and controlling the Performance Indicator's and outcomes of personnel within the department • Control the critical key performance areas of the functionality and provides input into the broader Local Economic Development objectives • Identifies with key dimension and opportunities with regards to Agriculture, Agro-processing, Oceans Economy, Manufacturing, Forestry & Fisheries Development • Coordinate and executes specific project/programme requirements and monitors applications and outcomes • Coordinating implementation of Agriculture Development initiative e.g. procurement of necessary materials using ANDA SCM processes • Coordinate implementation of forestry initiative or project i.e. Monitor progress of all projects, in conjunction with relevant stakeholders • Coordinate implementation of fishery initiative or project i.e. Monitor progress of all projects in conjunction with relevant stakeholders • Controls the critical key performance areas of the functionality and provides input into the broader Tourism Development objectives • Developing proposals and business plans appropriate for agribusiness sector, Infrastructure, ICT, Tourism, Arts and culture and high impact project for rural economic development

KEY COMPETENCY SKILLS:

Knowledge of municipal applicable legislations • Reasonable understanding of linkage between IDP and Corporate Plan • Budgeting, Reporting and Annual Planning context in Municipal Context • Knowledge of procurement function • Good understanding of Local Government legislation • Knowledge of Municipal Finance Management Act • Knowledge of the Preferential Procurement Policy Framework • Knowledge of the Public Finance Management Act and related legislation • Strong analytical skills and attention to detail • Personal credibility and professionalism • Good verbal and written communication skills • Marketing skills and fundraising and negotiation skills • Strong Supervisory skills and interpersonal skills • Good report skills • Communication skills

Closing date: Monday, 10th June 2021.

Please note: Applicants must submit an Application Letter, a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. Applications should be forwarded to the Corporate Services Department, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735.

HAND DELIVERY- Alfred Nzo Development Agency, Hospital Road, Mount Ayliff 4735. Appointment will be subject to appropriate security clearance, a competency as well as reference and qualification checks. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful.

The agency reserves the right not to fill the position. **LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. D.O. Mrwetyana, Executive Manager: Corporate Services; telephone at (039) 492 0011 or dmrwetyana@anda.org.za /jijianas@anda.org.za

MS M.N BAMBENI
CHIEF EXECUTIVE OFFICER