

Job Title:	Provincial Manager	Job Grading:	D1
Department/Group:	Programmes	Province	Western Cape
Job Description			
PURPOSE OF THE POSITION			
<p>Provincial Manager is the face of Themba lethu Development (TD) in the province. S/he is the key liaison person in the province , ultimately responsible for ensuring that project implementation is successful, meets targets and that progress is properly communicated to all stakeholders.</p> <p>To coordinate the work of TD in the province and ensure that the implementation of Projects is in accordance with the TD processes and procedures, project-specific norms and standards.</p>			
KEY PERFORMANCE AREA			
Operations			
<ul style="list-style-type: none"> • Ensure the TD sites are managed in accordance with the TD Norms and Standards, they are functional, participants are working and that the work being carried out is indeed benefitting communities; • Manage the provincial TD budget and ensure the sites budgets are properly managed; • Participate in provincial and site staff appointment processes; • Supervise the work of the TD provincial staff and site managers, delegate and coordinate duties of all staff supervised; • Ensure that provincial and site staff are adequately capacitated to perform their duties as detailed in their job descriptions; • Follow up on and address queries and complaints that arise from sites (staff and participants); • Provide support and oversight to site managers in the development and regular updating of site plans. • Ensure that site staff follow the site plans for procurement of goods and services, obtaining quotes as locally as possible for submission to the Procurement Officer. • Ensure that there are good storage facilities available to all sites, with good tools and materials management procedures, and up-to-date asset registers and inventory lists at all times; • Monitor implementation at sites through visits using the site business plan and the check-list tool. Provide the Programme Manager and the site manager with written reports on each site visit. Where short-comings are identified, meet with the site manager to agree on the necessary corrective action and confirm the agreement in writing. Follow up with a repeat visits to confirm progress within an agreed time-frame; • Ensure the District and site managers are aware of processes and deadlines for submission of verified attendance registers, for capturing and amending participant details, and for production and submission of all reports; • Ensure and monitor that the documents for processing payments are submitted to TD Head Office within the time-frame provided; 			

- Consolidate site narrative reports for accuracy and quality, and assist where necessary to improve. Verify all information supplied.
- Compile the site reports into a consolidated provincial report for submission to the programme manager, within the time-frame provided
- Ensure that input and expectations from the relevant communities and other stakeholders are included. Plans should take cognisance of ward-based planning where applicable. They should be complete with timelines, milestones, activities, person(s) responsible, and include procurement and training plans.
- Verify that procedures are followed for new site implementation and site expansion (e.g. community meetings, council resolutions, reference committees, participant and useful work identification);
- Ensure local reference committees are established according to policy and are functional;
- Ensure the district managers and site staff are aware of all local reference committee meetings, that TD is properly represented and staff are well-prepared at the meetings;
- Ensure that there is a process of community consultation to identify community needs and useful work;
- Build and maintain partnerships with local government, provincial departments responsible for local government and other stakeholders, and identify and assist to mobilise co-resourcing opportunities;
- Assist TD with business development opportunities in the province.
- Work with Programmes Manager and the Monitoring & Evaluation department to ensure regular Monitoring and Evaluation of managed projects, including final independent evaluation are conducted
- Ensure site managers have sites ready at all times for internal and external audits that may be commissioned by TD, the National Department of Cooperative Governance, National Treasury, Department of Public Works or any other interested party.
- Establish and maintain good record-keeping systems at the provincial office. Records to be kept include copies of participant attendance registers submitted for auditing, invitations to and minutes of all stakeholder meetings, site business plans, copies of quotations, invoices and delivery notes for all site purchases, copies of quotes from training and technical support service providers, copies of the letters of appointment of service providers and copies of their reports on the services provided

Internal and External Stakeholder Engagement

- Ensure successes and challenges are reported and followed up on, including those reported at LRC and provincial meetings;
- When targets and/or milestones are not met, discuss immediately with the colleagues concerned and agree in writing on a plan of corrective action. Include the plan of action in the consolidated provincial report and refer to it when reporting on the following month;
- Maintain a calendar for planned activities ahead of schedule and ensure all stakeholders have input and copies;
- Attend provincial management and steering committee meetings, make presentations as required and ensure that copies of minutes are filed and decisions are implemented;

Business Development

- Assist in business development in the province, by engaging with funders.
- Assist business development team in drafting proposals in line with their province requirements.

QUALIFICATIONS AND EDUCATIONAL REQUIRMENTS

Qualifications and Knowledge

- A 3-year Diploma or Degree/NQF level 6 in Social Science/ Development Studies in a relevant field such as Community Development, Economic Development or Project Management.
- At least 5 years' experience in community project management/coordination, stakeholder management and staff management
- Broad experience in the community development, implementation and evaluation of development projects;
- Understanding of business development.
- Understanding of CWP MIS.
- Proven experience of working in partnership with communities, community structures, provincial and local government, other NGOs and NGO networks;
- Strong understanding of consultation principles and tools and ability to apply these effectively;
- Willingness to undertake regular travel.
- Advance knowledge of Micro soft packages

CVs with references and copy of qualification to be sent to Xolisile@Thembaethudev.org by Monday 27th September @ 12:00 am. On the email subject please specify the position you applying for.

Should you not hear from us by Thursday 30th September, please consider your application unsuccessful.
