



PROGRAMME DIRECTOR

Applications are invited from a suitably qualified, innovative, visionary, highly resourceful, competent and experienced candidate for appointment in the administration of the Media Development and Diversity Agency (MDDA) to fill in the position of Programme Director.

The Media Development and Diversity Agency (MDDA) is a statutory development agency for promoting and ensuring media development and diversity, set up as a partnership between the South African Government and major print and broadcasting companies to assist in (amongst others) developing community and small commercial media in South Africa, in terms of the MDDA Act No 14 of 2002.

The Programme Director will:

Provide strategic leadership and manage the functions of the Projects Division, oversee the grant making function and manage the projects team in line with the organisation's vision, mission, policies and in pursuit of the mandate in terms of the Act.

Key responsibilities include:

- + Lead and provide strategic direction to the Projects Division.
- + Monitor and control Projects Division's budgets so that spending is in line with approved budgets.
- + Oversee the management of Service Level Agreements with service providers contracted to support MDDA projects.
- + Oversee the management of contracts/Funding Agreements between MDDA and beneficiary organizations.
- + Develop the division's Business and Performance Plan, in accordance and in line with the Strategic and Business Plan of the Agency.
- + Supervise, manage, monitor and evaluate Projects Division's performance and take the necessary corrective action in cases of deviations from policy and procedure.
- + Maintain relationships with key stakeholders of the Projects Division.
- + Ensure that the Projects Division operates optimally and perform in accordance with the Strategic and Business Plan.
- + Coordinate and integrate activities of units in the division and other divisions.
- + Develop sound business processes to deliver on the MDDA mandate.
- + Oversee and manage the Grant Funding Cycle.
- + Oversee and ensure optimal usage of the Project Management System (PTS).
- + Liaise with Finance Division regarding alignment and integration of PTS to other finance systems, e.g. Pastel.
- + Oversee and manage the schedule of approvals and disbursement of grant funds.

- # Create and maintain effective communication in the Projects Division.
- # Prepare and submit reports (monthly, quarterly and annually) to the CEO and in preparation for the GCIS, Funding Partners, Board, Minister and Parliament.
- # Ensure and manage a proper Record Management System for the Projects Division.
- # Optimize sound labour relations and administer the approved conditions of service with regard to staff.
- # Oversee the management of staff functions/disciplines in line with the MDDA relevant policies and procedures.

Requirements: -

- # An appropriate tertiary qualification or equivalent experience with at least 3 – 5 years management and donor experience.
- # Project Management in media development and communications and/or relevant industry.
- # Experience and ability to operate at executive management level.
- # Grant making experience and expertise.
- # Strong communication and interpersonal skills.
- # Human resources and administrative skills.
- # Computer literacy
- # Writing skills.

Experience in working with the Public Finance Management Act (PFMA); Preferential Procurement Policy Framework Act and Supply Chain Management in the public sector; Public Audit Act and Treasury Regulations would be an advantage.

Remuneration: -

R557 133.00 total cost to company per annum excluding a discretionary performance bonus. The Programme Director will be reporting to the Chief Executive Officer and the position is based in Parktown, Johannesburg.

Should you be interested in this position, please submit a copy of your CV, together with three contactable referees to Ms Hariet Mhlanga (hariet@mdda.org.za) by **12h00** on the **17 September 2010**.

Applications must be accompanied by a recent, updated comprehensive curriculum vitae as well as certified copies of all qualification documents/certificates and identity document. Failure to submit the requested documents will result in the application not being considered. Correspondence will only be conducted with shortlisted candidates. ***Should you not hear from us within two weeks of the closing date, please consider your application as unsuccessful.*** Only applicants who are interviewed will be advised of the outcome of their applications. Successful candidates will be required to enter into performance contracts.

MDDA is committed to employment equity policies and promoting equity, and to equal opportunity employment. Appointment is subject to appropriate reference checks and verification of information provided. The MDDA is under no obligation to fill the position after advertising it and reserves the right not to make any appointment. Although advertised, it may thus either be withdrawn or re-advertised.