

JOB SPECIFICATION

<p>JOB INFORMATION</p> <p>Job Title: Executive Manager</p> <p>Department: Research, Training, Monitoring and Evaluation</p> <p>Normal Hours of work: As business dictates</p> <p>Normal place of work: Johannesburg</p>	<p>Job Classification: Executive</p> <p>Reporting to: Chief Executive Officer</p> <p>Job Grade: D4</p> <p>Last Review: August 2022</p>
<p>PRIMARY OBJECTIVE(S) OF THE JOB</p> <p>Responsible for the provision of effective and efficient leadership in research and training; and leadership in monitoring and evaluation of the MDDA’s community media projects (broadcast, digital and print).</p>	
<p>MDDA VALUES</p> <p>Integrity: We are honest, transparent, reliable, fair, accountable and responsible for our actions</p> <p>Ubuntu: We are empathetic, courteous and respectful to our staff and clients alike</p> <p>Professionalism: We are efficient, effective, service delivery orientated, punctual, performance driven and work collectively</p> <p>Commitment: We are passionate, go the extra mile, responsive, have a strong work ethic, are consistent and accessible</p> <p>Developmental: We are inclusive, open and participatory</p>	
<p>KEY DUTIES AND RESPONSIBILITIES</p> <p>Strategic Functions</p> <ul style="list-style-type: none"> ○ Provide strategic leadership on research, training, and monitoring and evaluation units, the executives, Management and the Board. ○ Oversee management in service delivery relating to the strategic plan. ○ Chair strategic implementation meetings for the various thematic areas as defined in the strategic plan document and possible variations thereof as may be deemed by the internal and external operation environment ○ Ensure that Heads of Departments develop and implement policies, annual operational plans, budgets and strategic review plans ○ Assist the CEO to ensure that the Agency fulfils its mission, vision, programs, and services are consistently presented in strong, positive image to relevant stakeholders ○ Collate and present strategic intelligence for future planning. ○ Set timetable and process for review of the strategic plan and advise on redevelopment in the run up to the next strategic period. <p>People Leadership</p> <ul style="list-style-type: none"> ○ Directing the activities of the Division ○ Manage effective communication within the Division ○ Manage and create a conducive environment for highly motivated and productive staff for the Division 	

- Manage Divisional Staff performance
- Develop work performance standards for both employees and review committees for the Division
- Planning for the Divisions future needs and operations in consultation with the CEO

Financial Management

- Prepare the Divisional budget
- Motivate to the CEO for the Divisional budget requirement based on organisational developments and business needs.
- Submit the Divisional Budget to the CEO for review and approval.
- Ensure the approved expenditure is within agreed limits Budget levels
- Monitor budget plan against actual expenditure

Governance

- Evaluate performance regularly.
- Coordinate business planning activities of the Agency
- Oversee change management capacity of the Agency to identify and respond to economic and operational changes
- Monitor major strategic operational projects

Policy Communications

- Collaborate with line managers to develop, monitor and evaluate a set of policy dialogue and future strategic direction
- Champion and support the Foundation's policy communications strategy internally and externally

Monitoring and Evaluation

- Lead the development and design of the organisational Monitoring and Evaluation framework, tools, and systems.
- Develop a focused monitoring and evaluation plan for the entity. Monitor the effectiveness and impact of the MDDA.
- Develop quarterly M&E reports to Executive Management, Sub-Committees of the Board, and the Board.
- Monitor and evaluate the impact of the MDDA, and all other aspects related to the mandate of the organization.
- Thorough understanding of the National Evaluation Policy Framework (NEPF). Provide accurate monitoring and evaluation reports on the compliance status of the community media projects (print, digital and broadcast).
- Monitor the impact of the MDDA grant funding on job creation, diversity and development of previously disadvantaged communities

Information Dissemination

- Assess information received from Parliament and disseminating within team as appropriate.
- Ensure that key stakeholders are kept well informed of forthcoming MDDA publications/events.
- Monitor and disseminate stakeholder press releases, reports and statements.
- Ensure that publications/speeches/press releases by key stakeholders are read by appropriate team member and key findings clearly interpreted and disseminated to wider team.
- Create/maintain systems to share MDDA understanding and knowledge of stakeholders.

- Act as a focal point of contact for general stakeholder queries (not queries from institutions)

Research & Training

- Liaise with communications colleagues to agree on the key messages for a presentation by the Chairperson or CEO or other members of the MDDA team
- Create bespoke presentations and speaking notes for the Chairperson or CEO and other team members, drawing on our existing database of Power-point slides and creating new slides as necessary
- Work with policy colleagues, to update our database of presentation slides with latest data, examples, and case studies.
- Develop projects focusing on targeted media development programmes.
- Lead the commissioning and analysis of research on media development and diversity;
- Research and monitor emerging trends and key strategic topics in community media and diversity; Analyze and present research findings to management and the Board;
- Lead coordination and analysis of policy implementation responses.
- Lead public submissions on legislation or regulations impacting the community media sector.
- Develop projects focusing on targeted media development programmes.
- Oversee the selection and implementation of research and training projects.
- Commission research on media development and diversity.
- Analyze and present research findings to management and the Board
- Develop capacity building programmes within the media industry especially historically disadvantaged groups
- Coordinate and analyze policy implementation responses.

PLANNING AND DEVELOPMENT

Manages the preparation of the overall company's budget
 Report to management on variances from the established budget, and the reasons for those variances
 Assist management in the formulation of its overall strategic direction

HUMAN RELATIONS

Team-player– colleague interrelations
 Motivator- relationship with colleagues, works well with other employers and can achieve results
 Strategic planning sessions

CUSTOMER RELATIONS

Internal – All staff
 Board
 CEO
 Management

External – Government Officials, Funders, Legislators, Customers, All visitors, Service Providers/Vendors

CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE

Strategic Implementation and be conversant with the developments in the media space
 Translation of policy priority into actionable strategic objectives

QUALIFICATIONS AND EXPERIENCE

NQF Level 7, Bachelor's Degree (or equivalent) as recognized by SAQA, in Administration, Development, Communication, Monitoring and Evaluation or Business Management. NQF Level 8 Bachelor's Degree / Post Graduate qualification will be an added advantage. A valid driver's license.

8 - 10 years proven track record in formulating and implementing research and training strategies and plans; commissioning and directing research and capacity building projects, in which 6-8 years working experience at senior management level. Extensive experience in monitoring and evaluating, research, training and development in community projects and compiling quarterly and annual reports to Boards and Committees. Sector experience, performance contracting and people-management, strategy development and research agenda setting, service provider management, as well as stakeholder management and engagement. Understanding of the Public Finance Management Act (PFMA), general knowledge of government mandate and an interest in internal processes.

Leadership Competencies

Visioning and alignment resource management; Results Management; Planning and organizing skills. Negotiation and excel communication skills (written and verbal). Stakeholder management. People management and empowerment.

Behavioral Competencies

Relationship building; Problem-solving and critical analytical thinking; achievement orientation; client focus; adaptable, trustworthy and diplomatic; assertive and self-driven.

Technical Competencies

Legislation policies, procedures and standards; enforcement; business perspective; financial management, Project Management; and Research

SPECIAL REQUIREMENTS

Pragmatic and outcome focused ability to focus on the vision and to communicate that vision to customers

Research and analysis

Meets with customers and can articulate customer needs, challenges and business goals