

JOB PROFILE

1. Position Detail

Job Title	Executive Manager: Sector Development, Research, Strategy & Planning , Monitoring & Evaluation
Job Grade	
Date Reviewed	June 2024
Location	Auckland Park, Johannesburg

Position in the Organisation:

Department	Sector Development, Planning, Research, M&E
1st Line Manager	Chief Executive Officer
2nd Line Manager	Chairperson of the Board
Direct Subordinate(s)	Research, Sector Development and Outreach Manager Strategy and Organisational Performance Specialist M&E Manager

Overall Purpose of the Job

Purpose Statement
The main purpose of the Executive Manager: Sector Development, Research, Strategy & Planning, M&E role is integral for strategically leading and directing the planning processes derived from executive strategic sessions, ensuring that performance policies are established and executed to support the Strategic Plan. Further to ensure that performance policies are developed and implemented to support the Strategic plan and APP, ensure that the performance information is accurate, collected, collated, and reported on in alignment with the National Treasury reporting framework. Responsibilities include leading sector development initiatives to advance the MDDA's mandate, planning and implementing capacity-building programs, and fostering partnerships to promote public awareness and advocacy for community media, encompassing broadcast, print, and emerging sectors. Additionally, the role involves promoting innovation, research, and development within community media, ensuring accurate performance information collection and reporting in accordance with the National Treasury framework, and implementing policies to achieve strategic objectives.

Education (Formal Qualification Required)

Minimum
Degree in Public Administration / Public Management / Business Administration / Business Management / Social Science or equivalent at NQF Level 8 as recognised by SAQA.
Advantageous
NQF Level 9 qualification in a relevant field of study Proven experience in Research,

Legal Requirements (e.g. Driver's License, etc.)

Detail
Driver's license

Experience (Experience Required - Number of years)

Minimum
8-10 years' experience in strategy performance monitoring, implementing research programmes and capacity building initiatives, strategies and plans; commissioning and directing research and capacity building projects 5 years' experience at management level

3 years' experience at senior management level
Advantageous
Publication track record Policy formulation experience Multi-disciplinary research experience Sound knowledge of public sector evaluation process and methodologies

2. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
Strategy Development and Implementation	- Contribute towards the development of the MDDA business strategy, providing strategic input and guidance in the area of responsibility, to achieve business strategic objectives - Develop the departmental strategy in alignment with the MDDA business strategy to encompass: - Strategy and Organisational Performance - Sector Development and Outreach - Monitoring and Evaluation - Collaborate with direct reports to develop the annual operational plans for each department and ensure alignment to the overarching divisional strategy and business strategy - Discuss the implementation of the departmental strategy with the relevant role players, and monitor implementation therein - Participate as a member of the Executive Committee (Exco) to contribute towards strategic decision making and policy making - Lead the development and monitor implementation of departmental policies, procedures, systems and processes - Drive the identification and communication of potential weaknesses and risks within the department, developing risk mitigation plans to address risks - Produce reports on the department's performance reflecting all relevant statistics and performance indicators - Create and maintain a climate conducive for high performance to ensure that the MDDA delivers against its strategic objectives	10%
Strategy & Organisational Performance	- Contribute to the development of the Strategic Plan (SP), the Annual Performance Plan (APP) and the annual operational plans - Oversee the gathering, consolidation and analysis of information to prepare for the strategy planning workshop - Oversee & Lead records management for the division - Manage the submission requests to internal audit and the Auditor General, as and when required - Support in the development of the mid-term and end-term reports within the 5- year period, ensuring the necessary data has been compiled during this period and the required evidence has been documented - Lead the preparation for the submission of quarterly and annual reports - Ensure that all submissions related to organisational performance are within the allocated time frame	%
Strategic Function	- 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	10%

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
	- Support the CEO to ensure that the Agency fulfils its mission, vision, programs, and services, and are consistently presented in a 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	
Grantee & Organisational Monitoring and Evaluation	- Lead the development and design of the organisational Monitoring and Evaluation (M&E) methodology, framework, tools, and systems - Develop a focused monitoring and evaluation plan for the entity - Monitor the effectiveness and impact of the MDDA through structured evaluations - 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 organisation - Provide accurate M&E reports on the compliance status of funded 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 - Monitor the effectiveness and efficiency of external training and development interventions across the sector	15%
Information Dissemination	- Assess information received from the sector and Parliament and disseminate appropriately - Ensure that key stakeholders are well informed of forthcoming publications and events - Ensure that publications/speeches/press releases by key stakeholders are accessed and read, and that key findings are interpreted and disseminated within the MDDA - Create and maintain systems to share understanding and knowledge of key stakeholders - Act as a focal point of contact for general stakeholder queries (not queries from institutions)	10%
Sector Development and Outreach	- 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; analyse and present research findings to management and the Board - Lead the 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 capacity building projects - Commission research on media development and diversity; analyse and present research findings to management and the Board - Develop capacity building programmes within the media industry especially historically disadvantaged groups - Facilitate research publications within the agency - Develop Community Media toolkits for use by community media practitioners	20%

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
	Develop programmes (accredited and otherwise) for skills based on needs determination of the sector	

Budget Management	- Prepare the departmental budget in accordance with the budgeting guidelines - Monitor expenditure against the budget and ensure that spending occurs within the budgetary restrictions - Sign off on expenditure, as per delegation of authority - Produce monthly financial reports to report on expenditure, any variances in terms of budgeted and actual figures, savings achieved and year to date figures - Manage divisional assets in compliance with supply chain policy and procedures	5%
People Management	- Oversee the recruitment of divisional staff in consultation with the respective line manager and the Human Resources Department - Develop performance contracts for subordinates and conduct performance reviews to measure performance against agreed objectives, identifying training needs - Lead, coach and mentor direct reports to foster personal growth and teamwork - Lead the identification of a pool of potential leaders and talent within the division in support of succession planning and the staff retention strategy - Address discipline and workplace conflict, and where necessary implement appropriate disciplinary procedures in consultation with the Human Resource Department. - Manage the administration of direct reports through the approval of leave and travel expenses - Promote a culture that reflects and rewards high-performance, team orientation and employee well-being - Set an example for staff by upholding MDDA's values, adhering to the organisation's policies and procedures, corporate governance, and related legislations	10%

3. Competencies (Knowledge, Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
National Evaluation Policy Framework (NEPF)	Interpersonal	Strategic thinking
Legislation and regulations	Research	Decision making
Research methodologies	Strategic management	Customer focused
Proposal writing	Project management	Organisational awareness
Advocacy and awareness	Problem solving	Visionary thinking
Financial principles	Writing	
	Stakeholder management	

4. Special Requirements

Detail

Required to work extended hours
Required to travel

Approved By

Name	Designation	Signature and Date
Shoeshoe Qhu	Chief Executive Officer	