

JOB PROFILE

1. Position Detail

Job Title	Project Officer: Print
Job Grade	
Date Reviewed	June 2024
Location	Auckland Park, Johannesburg

Position in the Organisation:

Department	Projects
1st Line Manager	Manager: Print & Digital Publishing
2nd Line Manager	Executive Manager: Projects
Direct Subordinate(s)	N/A

Overall Purpose of the Job

Purpose Statement
Responsible for the grant application process and evaluating proposals in line with legislation. Coordinate, manage, and oversee the implementation of grant-funded projects in accordance with MDDA policies and procedures. This includes facilitating contracts, managing project life cycles, reviewing expenditure and compliance reports, monitoring progress, providing technical assistance, and analysing project data to support effective project implementation and media development.

Education (Formal Qualification Required)

Minimum
NQF Level 7 Qualification in Media Studies/Journalism or Social Sciences or Development Studies or Project Management or Finance or related
Advantageous
NQF Level 8 Qualification in Media Studies/Journalism or Social Sciences or Development Studies or Project Management or Finance or related

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

Detail
Driver's License – Extensive nationwide travel required

Experience (Experience Required - Number of years)

Minimum
3 years' experience in project management or grant funding or community development or media
Advantageous
5 years' experience in project management or grant funding or community development or media

2. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
Grant Funding Proposals	- Receive and review grant funding proposals in line with the compliance criteria, the MDD Act and the relevant legislative frameworks - Conduct compliance checks and make recommendations to line manager - Evaluate and screen effectiveness and viability of all applicants - Conduct onsite assessments and verifications for the applicants to determine equipment required - Prepare project justification report and assessment questionnaires and all necessary documentation to support recommendations to the line manager and for presentation to the Executive Committee	30%
Project Implementation	- Facilitate contracting of the approved project with Legal Department by preparing a schedule of particulars to outline how the funds are to be spent by the beneficiary, scheduling of meetings, etc. - Coordinate the project life cycle for community media and small commercial media - Review project expenditure reports and prepare project payments - Review the project reports for compliance in terms of grant funding agreement - Provide support and information to the Training Department towards project capacity building programmes - Analyse project data and outcomes during the grant funding process, and prepare detailed reports for submission to key stakeholders - Evaluate projects using the appropriate methodologies to assess the effectiveness and impact of the funding projects and make recommendation to improve future funding objectives - Act as custodian of project information and document management ensuring compliance to audit standards - Project Monitoring and oversight: Support the monitoring/oversight support to funded projects in accordance with the MDDA Grant Funding Cycle: - Develop monthly plans for project support and travel to for site visits nationwide - Collect data on the grant the project has received, to verify compliance to the grant agreement. - Monitor progress on the grant implementation. - Provide technical assistance to project beneficiaries e.g. identification of training requirements or equipment problems. - Monitor compliance and non-compliance of the MDDA granted funded projects	40%
Reporting	- Developing and presenting assessment reports - Producing project reports and presenting to project steering committee chaired by Executive Manager - Design reports using collected data to analyze project performance	10%
Budgeting & Financial Analysis	- Assess financial reports to ensure alignment with the funding agreement - Assess financial viability of grant proposals in consultation with the Finance Department - Review and verify financial source documentation i.e. quotes and invoices - Provide budgeting oversight to beneficiaries to monitor and manage grant funding	10%
Stakeholder Engagement	- Maintain relationships with all internal stakeholders on collaborative tasks - Support workshop planning, coordination and content for workshops/webinars - Represent the organisation at various stakeholder engagements and consultations. - Attend forums or consultative meetings and engage with sector bodies on policy and legislative developments on behalf of the organisation	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
MS Office proficiency	Communication	Attention to detail
Applicable legislation (e.g. PFMA)	Problem solving	Client focused
Project management principles	Planning and organising	Team player
Basic financial principles	Time management	Accuracy
Document management	Interpersonal	Integrity
	Relationship building	
	Report writing	

4. Special Requirements

Detail
Frequent travel will be required, nationally

Approved By

Name	Designation	Signature and Date
Shoeshoe Qhu	Chief Executive Officer	