

**BENCHMARK JOB DESCRIPTION****A. JOB INFORMATION SUMMARY**

Name of jobholder :

Job title : Community Development Supervisor

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location :

Post reports to : Assistant Manager or Manager: Community Development depending on circumstances.

Date of appointment :

**B. JOB PURPOSE**

To supervise the identification, planning and implementation of integrated and transformative social development programs in partnership with key stake holders for the effective empowerment of human and social capital through a community development approach towards sustainable livelihoods. This will include the undertaking of development programs where workload and complexity is a problem for supervisees.

**C. KEY PERFORMANCE AREAS**

1. To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems on, *inter alia*, the following:
  - (a) Establishment of social relationships: Delimit/scoping the community, gain their trust and get to know the current community services, service delivery blockages, resources and the state of the community.
  - (b) Community Profiling: Assess the community's structures, background information including historical, needs profile, resources and strengths. Strengthen and build structures that can assist in this regard.

- (c) Planning and prioritization: Facilitate the planning and prioritization of the activities required to develop the community by formulating goals and objectives, assessing the available resources, set time frames and compile budgets for projects.
  - (d) The facilitation and implementation of integrated development activities identified according to the plans developed by involving the community and the mobilisation of resources.
  - (e) The entrenchment/consolidation of best community development practices.
  - (f) Monitoring and evaluation of implementation, give feedback to the community and other relevant stakeholders and re-plan the actions where required.
2. Supervise and support community development practitioners to ensure that there is communication and co-ordination with all relevant role players, internal and external (e.g. in departments/provinces, NGOs, local community structures and faith based organisations) and stakeholders to facilitate intersectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community.
3. Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. This would, *inter alia*, entail the following:
- a) Provide and collate all inputs for policy development and improvements when required.
  - b) Monitor and provide guidance and advice on operationalization of policies.
  - c) Ensure the maintenance of relevant records, e.g. reports, statistics, minutes of meetings, documents on participatory research, and the administration of client funds.
  - d) Assign supervisees to monitor and evaluate other community development ventures in terms of the evaluation framework and report on the progress thereof.
  - e) Ensure the registration of emerging local structures such as Non-Profit Organisations (NPOs) with the Department of Social Development and other appropriate authorities through, *inter alia*, training and capacity building are facilitated.
  - f) Ensure that NPOs are monitored for compliance with the NPO Act and PFMA Act. Formulate guidelines and procedures to facilitate this process.
  - g) Facilitate, coordinate and participate in various awareness campaigns and public appearances aimed at educating communities and other stakeholders on self-empowerment.

- h) Ensure that databases of stakeholders and projects are developed, maintained and updated.
  - i) Ensure that financial measures are adhered to by beneficiary organisations and structures and monitor the utilization of funds by such institutions. This would, *inter alia*, entail the following:
    - (i) Advising on the procedures for securing funds and facilitates the processing of financial requests.
    - (ii) Monitor and report regularly on the utilization of funds.
4. Keep up to date with new developments in the community development field to enhance service delivery. This would, *inter alia*, entail the following:
- (a) Study professional journals and publications to ensure that cognisance are taken of new developments and keep abreast of current practices.
  - (b) Continuously familiarize and study the community development legal and policy frameworks.
  - (c) Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant field.
  - (d) Contribute to indigenous knowledge on social and community development through documentation of practices and research.
  - (e) Undertake dedicated and applied social research to contribute to community development.
  - (f) Attend capacity building and training programs to enhance development skills and knowledge and management skills. Devise ways and means to transfer knowledge and skills to community development practitioners.
5. Supervise and advise community development practitioners to ensure an efficient and effective service. This would, *inter alia*, entail the following:
- (a) Identify, facilitate and implement integrated development programs where workload and complexity is a problem for supervisees.
  - (b) Professional and general supervision of community development practitioners.
  - (c) Monitor supervisees to ensure that quality work is delivered.
  - (d) Advise, guide and support supervisees on all aspects of the work.
  - (e) Manage performance, conduct and discipline of supervisees.

- (f) Ensure that all supervisees are trained and developed to deliver work of the required standard efficiently and effectively.

#### **D. INHERENT REQUIREMENTS OF THE JOB**

- (a) The following knowledge and skills are required for appointment:
  - (i) Community development knowledge, skills, attitudes and values to engage in the social development of communities.
  - (ii) Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment.
  - (iii) The ability and competence to co-ordinate community development structures and ability to manage projects.
  - (iv) The ability to influence individuals and group to participate in their own self-empowerment ventures.
  - (v) The understanding of social dynamics of communities.
  - (vi) Presentation skills.
  - (vii) Problem solving skills.
  - (viii) Computer skills.
  - (ix) Written and verbal communication skills.
  - (x) Research and report writing skills.
  - (xi) Financial management.
  - (xii) Supervisory skills.

#### **E. APPOINTMENT REQUIREMENTS**

- (a) **Qualification**

An appropriate three year tertiary qualification.

- (b) **Experience**

A minimum of 7 years recognisable experience in Community Development after obtaining the required qualification.

#### **G. CAREER PATHING**

- (a) **To higher grade**

Compliance with the requirement of higher grade.

**b) To higher post**

Compliance with the requirements of higher post.

**H. AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

**I. PERFORMANCE AGREEMENT**

The Performance Agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

**J. JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POSTHOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**