

JOB PROFILE

1. POSITION DETAIL

CURRENT JOB TITLE	Senior Manager: Monitoring, Evaluation and Risks	JOB GRADE	E1 (R1 162 349,68)
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	M&E		
DATE REVIEWED	02/2021		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	5 Year Fixed Term Contract		
PURPOSE STATEMENT			
<p>To monitor and evaluate corporate performance against predetermined objectives, assess and evaluate the risks and reports thereon internally, to the board and to the shareholder. Monitors and evaluates functional performance of all business units, assesses and evaluates the risks and reports thereon internally, to the board and to the shareholder. Conducts ad hoc and unscheduled assessments. Oversees and assesses company processes, optimises and ensures that they support the business requirements.</p> <p>Accountability for the Corporate Risk Management Programme as well as other non-financial compliance and ad hoc reporting, including the annual corporate planning processes.</p>			
POSITION IN THE ORGANISATION			
LINE MANAGER	CEO		
POSITION	Senior Manager: Monitoring, Evaluation and Risks		
SUBORDINATE	Administrator: Projects and Reporting Administrator: Monitoring and Evaluation Administrator: Risk Management		
SUBORDINATE POSITIONS			
<p><i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i></p>			

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2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. BUSINESS PLANNING AND ANALYSIS (FROM START TO FINISH PROCESS)</p> <ul style="list-style-type: none"> • Develop, collect information, solicit inputs, draft and prepare the operational and strategic business plans of the Organisation in accordance with National Treasury directives, for approval by Shareholder and the ARC and Board; • Co-ordinating and aligning of business targets in collaboration with Shareholder • Managing the Business Planning Process including Participating/Facilitating specific Departmental Operational Business Planning process • Business process improvement recommendations • Business process optimization coordination • Drafting of consolidated key performance indicators – Corporate Scorecard • Operational performance tracking 	20%
<p>2. ENTERPRISE RISK MANAGEMENT</p> <ul style="list-style-type: none"> • Compile, review, update and maintain the Strategic Risk register in line with risk management process • Oversees the Risk Management Programme company (enterprise) wide • Preparation of risk workshop papers/registers, submission, presentations, as well as the attendance of risk workshop sessions with GGDA and the BoD and the subsequent implementation of proposed changes or amendments. • Prepares and submits Risk monthly reports for MANCO, quarterly to the Board and Audit committee • Hosting/chairing of periodic risk review sessions with Management and Dept staff to verify risk registers for adequacy and content. • Risk mitigation evidence collection, verification, collation for GGDA Internal Audit review before the SRR is submitted to ARC and Board 	20%
<p>3. PERFORMANCE TRACKING</p> <ul style="list-style-type: none"> • Identify business operational and functional areas, request year plans – there are numerous individual functional areas that need to be tracked for performance across the company, which also include specific project deliverables as these are linked to the business plan • Track and trace all outputs against committed milestones • Prepare performance reports and ensure adequate substantiating evidence had been obtained • Identify non-performance and take corrective actions to catch-up • Assist internal and external auditors with performance evidence auditing and attend to and resolve all findings – implement corrective actions when so required 	20%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>4. REPORTING</p> <ul style="list-style-type: none"> • Ensure the collection of information across all departments and AIDC sites • Analyse and ensure that the correct information is reported by interpreting, reviewing, assessing, questioning and reproducing and report in own words • Liaison - internally / externally – to finalise • Prepares and submits to GGDA, ARC and BOD • The following Reports are either produced or otherwise consolidated or procured from the various functional units • Flagship projects – tracking weekly and reporting to CEO (as and when required) • Performance planning – tracking monthly (PRM and M&E Forum) • DBSA M&E on-line reporting on the NSA project - quarterly • Project reports – PRM – monthly • Project GEYODI reports – monthly, used as basis for various GGDA/DED report inputs • DED APP plan and report, ad hoc, six monthly • DED PoA – jobs – monthly • DED PoA – training – monthly • DED PoA – women and youth – monthly • DED Ad hoc reports, as well as providing inputs to DED planning docs, MEC and Premier speeches • GGDA Project Steering committee – monthly • ICT – monthly and quarterly • Risk – monthly and quarterly • GGMF – monthly reporting and participation • Quarterly Performance and business plan Reports, which consist of <ul style="list-style-type: none"> • Cover Submission • Narrative • KPI matrix • PFMA – done by CFO • HR – done by HR • ICT –done by ICT • Business Development • Business process improvement recommendations • M&E Forum meetings (attended by all functional/operational dept managers) 	<p>30%</p>
<p>5. PEOPLE MANAGEMENT</p> <ul style="list-style-type: none"> • Manage employees as appropriate within the division to optimise business performance and the underwriting service to customers. • Time, expense and leave approvals • Ensure staff have the required skills and experience to execute their tasks. • Conduct Performance Planning Sessions. • Compile the Performance Management documentation in collaboration with the staff member in terms of: • Job Profile requirements 	<p>10%</p>

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<ul style="list-style-type: none"> • Strategic Performance Objectives • Key Performance Areas • Personal Development Plan • Track and monitor performance in accordance with policies and procedures and performance planning documentation. • Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level. • Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary. • Appraise performance at the end of each performance period in accordance with policies and procedures. • Provide feedback to the relevant role players. • Fosters a corporate culture that promotes ethical practices, integrity and a positive work climate, enabling the Company to attract, retain and motivate a diverse group of quality employees 	
TOTAL	100 %

3. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • Minimum: Graduate Degree (MBA would be advantages)
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Project Management Qualification (1-year diploma)
EXPERIENCE	<ul style="list-style-type: none"> • At least 10 years general and senior management experience, with specific focus on; <ul style="list-style-type: none"> ○ Business analysis and planning ○ Monitoring and evaluation methodologies and systems ○ Risk and business continuity management; ○ The drafting and consolidation of various business plans and business performance and project reports to various stakeholders and the board of directors; ○ Project management and corporate governance. Corporate reporting in line with organisational performance

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4. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
PFMA	Communication and presentations	Time Management
OHS Act/SHEQ	Advanced Computer	Patience
Project Management;	Interpersonal	Tolerance
Monitoring and Evaluation – and reporting methodologies and practices	PLOC	Attention to Detail
Process control – business process flow methodologies	Problem Solving	Customer Focus
Commercial Contracts	Report writing and analysis	Innovation
Financial Management principles	Analytical	High stress tolerance
Strategy formulation and implementation	Conflict Handling	Independence, self control and initiative
Change Management	Networking	Creativity;
People Management	Coaching and mentoring	Organised and structured
Business operations management	Stakeholder management	Punctual
Business Performance Measurement	Relationship management	Quality Oriented
ICT – general	Business plans – both operational and commercial in nature;	Initiative
Risk management – enterprise risk		
BCM		
Procurement and tender processes		

5. OTHER SPECIAL REQUIREMENTS

- Own transport
- Ability to work independently

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B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also indicate how these problems or challenges will be resolved.

- Incomplete performance data
- Poor reaction times
- Extremely short response times from Shareholder
- Adequacy of evidence
- Clean audits

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- Internet, manuals, policies, procedures, external resources, liaison, networking

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

- Micro – weekly, Monthly to Annual
- Macro - – multi year

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

- Immediate, longer term

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Translating strategy into practice
- Business performance across the Company
- Risk Practices
- Reporting

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C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

Jobholder accountability

- Strategic and Operational decisions
- Reporting to GGDA on all DED PoA info, as well as planning info
- Financial responsibility – Opex budget of R 2 million approx.
- Delegated authority of R 250 000 per transaction
- The MEPC responsibility transcends the AIDC and expands to all significant off-site projects e.g. BEE Incubator at Ford Motor Company, Nissan, Winterveld and the ASP.
- **Co-signatory on Company's Bank Accounts on BOD approval**

Referral to Line Manager for approval

- All reports to Shareholder, ARC and BoD must be signed by CEO
- Receive directives from CEO, but otherwise works very independently
- Reliance on other functional managers for co-operation, support and compliance and for taking corrective actions where and when so required

D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)

- Verbal – networking, negotiations, presentations, facilitation of discussions, engagement with stakeholders, and the like
- Written – operational plans, business plans, risks registers, submissions, presentations – internal and external, reporting, e-mail, network correspondence

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APPROVED BY LINE MANAGER

Signature: _____ Date: _____

CONFIRMED BY HR EXECUTIVE

Signature: _____ Date: _____

ACKNOWLEDGED BY INCUMBENT

Signature: _____ Date: _____