

MMABANA ARTS, CULTURE AND SPORT FOUNDATION



DEPUTY MANAGER: STRATEGIC PLANNING, MONITORING, EVALUATION AND REPORTING – HEAD OFFICE

REFERENCE NO: MACSFHO/082025/07

Post Level: 10 R621 400,55 AS A BASIC SALARY, EXCLUDING BONUS AND BENEFITS Permanent Contract

1. Job Purpose

Provide high level technical support towards planning, monitoring and evaluation of the entity. Assist in the development of entity's plans, report writing, performance reporting and evaluation.

2. Duties and Responsibilities

- Analyse and assess strategic and annual performance plans for the correct alignment, thereof.
- Assist in the compilation of a comprehensive feedback report outlining discrepancies that must be addressed and integrated in future Strategic and Annual Performance Plans (APP).
- Assist in the development and implementation of performance indicators and measurements for the Entity.
- Co-ordinate the development, implementation and maintenance of the Entity Annual Performance Plan (APP) framework and divisional operational plans
- Monitor the reporting framework and measure the Entity's performance in compliance with the relevant regulatory requirements

- Assist in the development and implementation of best practices planning, monitoring and reporting systems and mechanisms
- Review and assess the quality of performance information against set targets and the portfolio of evidence (POE) against the reported outputs
- Coordinate planning and reporting engagements with Programmes.
- Engage internal and external stakeholders to facilitate and coordinate the implementation of results pertaining to planning, monitor evaluation and reporting.
- Design and implement an information management system for the entity to ensure quality and reliable information.
- Assist in the provision of training and skills development of all staff members, including all programme managers.
- Ensure proper record keeping for audit purposes
- Manage resources within the unit.

3. Minimum Requirements:

- A Grade 12 certificate and a three (3) year tertiary qualification (NQF level 6) in Public Management/ Public Administration/ Management/ Internal Audit/ Statistics/ Accounting.
- A minimum of five (5) years relevant experience, three (3) of which must be in a managerial or supervisory role.
- Valid driver's license.

4. Core competencies and skills

- Willingness to travel extensively
- Flexibility to work outside of the normal working hours, including weekends and public holidays.
- Ability and commitment to meet strict deadlines.
- A good communicator both written and verbal.
- Possess the relevant competencies for this post level