**MDDA VACANCIES**

Applications are invited from suitably qualified, competent and experienced candidates for the following Executive Management positions at the Media Development and Diversity Agency (MDDA) to be part of the organisation in realising its developmental mandate in a dynamic, diverse and ever-changing industry.

The MDDA is a development agency established in terms of MDDA Act No. 14 of 2002, to help create an enabling environment for media development and diversity that is conducive to public discourse and which reflects the needs and aspirations of all South Africans; redress exclusion and marginalisation of disadvantaged communities and persons from access to the media and the media industry; and promote media development and diversity by providing support primarily to community and small commercial media projects.

The MDDA offers competitive salaries. All positions are based in Parktown,

**DIRECTOR: PROJECTS (Executive Level)**

A member of the Executive Committee, this position reports directly to the CEO. It leads the selection and funding of community and small commercial media projects (print, broadcast and digital), in line with an approved criterion and as determined by the MDDA Act, for the attainment of the mandate. This position coordinates and administers all aspects of new and ongoing projects including planning, organizing, staffing, leading, and controlling of their activities.

This is a high-stress position, it is at the core of current and future operations of the MDDA fulfilling its mandate and staying relevant as envisaged by the MDDA Act and other relevant legislation. The operational success of the Agency lies with the job incumbent who has to multi-task towards achieving the MDDA’s mandate, goals and objectives and possible material variations necessitated by the external environment in the economic, social, technological and political landscape within the national medial landscape. The position requires ability to work long hours and to travel extensively.

**PREFERRED MINIMUM EDUCATION:** NQF Level 7, Bachelor’s Degree (or equivalent) as recognized by SAQA, in Administration or Development Studies, Social Sciences or Business Management Degree. A Post-graduate qualification will be an added advantage. A valid driver’s license.

**PREFERRED MINIMUM EXPERIENCE:** 8 – 10 years proven track record in leading and managing community development projects. Proven ability to develop and manage the implementation of grant and seed funding criteria, strategies and plans; 6 - 8 years working experience at senior management level. **Strategic capability.** Provide leadership in the selection and funding of projects that assist the entity achieve its mandate. **Financial management**. Proven ability to develop and manage projects budgets and expenditure. Budget forecasts and planning. **Time management**: Ability to effectively lead the selection and submission of qualifying projects for adjudication and approval by the Board. Develop quality projects justification reports to the Projects Evaluation Committee for recommendation to the Board. **Sound understanding of government policy:** Understanding of the MDDA’s Act, Regulations and other supporting legislation. General knowledge of government’s mandate and priorities and an interest in internal processes. **Proven writing** **and facilitation skills:** Excellent report-writing and ability to write high-level reports to management. **Proven experience in customer** **relationship management:** Provide effective and consistent communication to all projects during the application and disbursement process. A high level of integrity. Proven team player. High level computer literacy.

**KEY PERFORMANCE AREAS:**

**Projects Functions**

* Develop and manage the implementation of a funding and selection criterion, in line with the MDDA Act and the Regulations.
* Manage the selection, funding and delivery of community and small commercial media (print, broadcast and digital) projects in line with applicable legislation and government’s priorities.
* Advise the Board and management on projects’ sustainability requirements and devise intervention strategies.
* Assist the Board identify and select community and small commercial projects that meet the criteria defined in the MDDA Act.
* Present identified community media projects to the Board’s Evaluation Committee for recommendation to the Board for consideration.
* Manage the call for community and small commercial projects applications.
* Oversee all aspects of projects administration.
* Ensure timeous and consistent communications to all applicants.
* Develop a project evaluation framework to assess the strengths of the projects and to identify areas for improvement.
* Identify funding proposals for the projects to ensure the continuous delivery of services.
* Manage a transparent and compliant projects’ selection process and advise the Board on projects financial status.
* Appraise the Chief Executive Officer on the projects that ensure the Agency fulfils its mission, vision and objectives.
* Plan the delivery of the overall projects and activities in accordance with the mission and the goals of the Agency.
* Develop and implement short, medium and long-term goals and objectives to achieve the sustainability of the projects.

**Programming**

* Develop operational plans to support projects in line with the strategic and annual performance plan of the organisation.
* Ensure that project activities operate within the policies and procedures of the organization
* Ensure that project activities comply with all relevant legislation and professional standards.
* Develop forms and records to document project activities.
* Oversee the collection and maintenance of records on the clients for project statistical records purposes.
* Coordinate the delivery of services among different project activities to increase effectiveness and efficiency.
* Identify and evaluate the risks associated with project activities and take appropriate action to control the risks
* Monitor the program activities on a regular basis and conduct an annual evaluation according to the project evaluation framework.
* Work with Monitoring and Evaluation Unit to produce strategic projects reports to the Board and its Committees, on projects issues, risks, success stories and provide advice where necessary on the direction the Board must take on projects’ implementation.
* Report evaluation findings to the Chief Executive Officer and recommend changes to enhance the program, as appropriate.

**People Leadership**

* Lead an efficient and effective management of the Projects Business Unit.
* Ensure the Unit attracts, maintains, retains, motivates and evaluates the performance of management and staff within the unit.
* Identifying resource requirements, researching funding sources, and propose fundraising
* Identify or evaluate and recommend staffing needs of the Unit.
* Implement the human resources policies, procedures and practices of the Agency.
* Establish and implement a performance management process for all Project staff.
* Ensure the development, mentorship and coaching of all Project staff.
* Manage the quality delivery of projects.

**Financial Management**

* With the Chief Financial Officer, review projects financial status and capabilities to inform funding decisions by the Board.
* Ensure the entity adopts cost-effective methods and strategies in the implementation of community media projects, including the efficiency of budget implementation.
* Ensure that the unit is run within budget.
* Develop annual and quarterly budget forecasts and manage expenditure.
* Report on the operations of the Unit including financial variances on the budget to the Board.
* Respond to audit queries as and when they arise.

**Stakeholder Communication**

* Provide advice and reports on projects to all relevant stakeholders including the Executive Committee, Projects Evaluation Committee, the Department of Communications and the Portfolio Committee.
* Liaise with other Directors and Managers to ensure the effective and efficient project delivery.
* Communicate with government officials as outlined in funding agreements.
* Provide timely and efficient regular communications to all projects throughout their funding life-cycle and at monitoring and evaluation stage.

**SKILLS AND COMPETENCIES:**

Strong project management and financial management skills; • Excellent verbal and written communication skills; • Problem-solving and analytic skills; • Ability to communicate complex information; • Create and innovate solutions to challenges and opportunities; • Decisive and excellent negotiation and communication skills; ability to take and follow through on tough decisions; • Excellent negotiation, communication, persuasion, team working and partnership working skills; People management and empowerment. Good understanding of financial management. Strong ability to lead a portfolio of projects, to ensure their success. The candidate must be innovative and solution-oriented, client orientated and able to work under pressure. He/she must maintain high levels of confidentiality. Must have a driver’s licence and be able to travel extensively. Ability to establish long-lasting partnerships with identified stakeholders and obtain buy-in on crucial matters affecting the MDDA mandate. Trustworthy and diplomatic, assertive and self-driven.

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