



VACANCY
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The Chris Hani Co-operative Development Centre NPC (CHCDC) hereby invites all interested suitably qualified persons to fill the following position.

MANAGER: CO-OPERATIVE EDUCATION AND SUPPORT

Remuneration package: A fixed all inclusive total cost to employer remuneration of R607 415 - R759 269 per annum.

Key Performance Areas

- Oversee the development and implementation of all education and support strategies, measures and policies for the CH-CDC.
- Oversee the facilitation of the application and registration of cooperatives and ensuring that cooperatives acquire the legal status in compliance with the Cooperatives Act of South Africa.
- Establishing and managing new and existing programmes, entities and projects for the benefit of the Co-operative Development and Support.
- Ensure the facilitation of the auditing, supervision, inspection and monitoring of co-operatives on a regular basis.
- Oversee the coordination of business development support to both the CHCDC and cooperatives, to ensure growing, viable and economic upliftment of the community and economy of the Eastern Cape Province.
- Ensure the coordination of external financial (where need be) and technical assistance for the implementation of co-operative plans and projects.
- Ensure that cooperatives receive assistance in modernising their activities and in attaining financial and functional autonomy
- Ensure that cooperatives are given business support and that they comply with applicable legislative.
- Oversee the development of cooperatives' awareness in every field of human activity for the social and economic upliftment of the community generally.
- Manage effective data collection and publication of reports on cooperatives and cooperatives activities

- Ensure the effective management of documentations and databases, to ensure that information is updated, safeguarded and accessible at all times.
- Facilitate the development of personnel through a variety of means such as mentoring, coaching and training in order to expand their capabilities to assume more and greater responsibility for project success.
- Review and manage the quality of reports prepared by subordinate personnel, analyse results and resolve problem.
- Compile and produce detailed reports on cooperatives education and support programmes for stakeholders or management.

Minimum Requirements

- Matric plus Bachelor's Degree in Business Management or equivalent; and A Post-graduate Qualification and/or Professional Registration in any of the above fields (An added advantage);
- 5-8 years' experience, of which, 3-4 years must be in a senior or executive management capacity in a developmental environment; and 3-4 years in a middle management capacity with proven success in a corporate setting/ public sector organisation;

Technical requirements

- Thorough knowledge and understanding of cooperatives and legislation on cooperatives;
- Proven knowledge and interpretation of key and related public service legislation and Regulations, public service Performance Management System;
- Proven knowledge of Board operations, the King IV Code of good governance; and experience in a Business Development/ Enterprise Development environment a distinct advantage.

Competency requirements

Candidates are expected to demonstrate core competencies within the following core competency areas:

- Strategic leadership and management
- Strategic and Operational (financial management)
- Financial and performance reporting
- Risk and change management
- Budget Management
- Project Management
- Stakeholder relationship
- Audit assurance

Application procedure

- Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs, certified copies of all required documentation.
- Faxed and emailed applications will not be accepted.
- Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The CHCDC nevertheless appreciates the interest shown by applicants.
- **The CHCDC reserves the right not to continue with interviews if it feels that no suitable candidate could be found.**

For Administrative enquiries:

Mr Z. July: 045 838 8086 – hr@chrishanicdc.org

Applications must be submitted to:

Physical Address:

The Executive Director
Chris Hani Co-operative Development Centre NPC
22 Cathcart Road
Komani
5320

Postal Address:

The Executive Director
Chris Hani Co-operative Development Centre NPC
PO Box 1711
Queenstown
5319

CLOSING DATE: 09 December 2019 @ 16h00