

JOB PROFILE

1. Position Detail

Job Title	Executive Manager: Sector Development, Planning, Monitoring & Evaluation and Research
Job Grade	E1
Date Reviewed	August 2026
Location	Auckland Park, Johannesburg

Position in the Organisation:

Department	Sector Development, Planning, Research, M&E
1st Line Manager	Chief Executive Officer
Direct Subordinate(s)	Sector Development and Outreach Manager Strategy and Organisational Performance Specialist Monitoring & Evaluation Manager

Overall, Purpose of the Job

Purpose Statement
The Executive Manager: Sector Development, Research, Strategy & Planning, M&E provides executive leadership for the MDDA's sector development, research, organisational strategy, planning, performance monitoring and evaluation functions. The role ensures that the Agency's mandate is translated into evidence-based strategies, programmes and measurable developmental impact. The Executive Manager leads the development, implementation, monitoring and review of the MDDA's Strategic Plan, Annual Performance Plan, organisational performance frameworks, Theory of Change and impact framework. The role ensures credible performance information, effective M&E of funded projects and programmes, and the use of evidence and lessons learned to inform decision-making, resource allocation, organisational improvement and future interventions. The position further provides strategic leadership for the sustainability and development of the community and small commercial media sector through research, policy analysis, capacity building, innovation, partnerships and sector-development interventions. As a member of EXCO, the incumbent contributes to organisational performance, governance, risk management, financial sustainability and strategic advice to the CEO and relevant governance structures.

Education (Formal Qualification Required)

Minimum
Postgraduate qualification in Public Administration, Public Management, Business Administration, Business Management, Development Studies, Social Sciences, Media and Communications, or a related field, at NQF Level 8, as recognised by SAQA.
Advantageous

- NQF Level 9 qualification in a relevant field of study.

Legal Requirements (e.g. Driver's License, etc.)

Detail
Driver's license

Experience (Experience Required - Number of years)

Minimum
• 8-10 years' experience in strategy performance monitoring, implementing research programmes and capacity building initiatives, strategies and plans; commissioning and directing research and capacity building projects, the media, communications or development • At least 5 years' experience at management level, • 3 years' experience at senior management level • Experience in conceptualising and leading sector-wide strategies, programmes and interventions, informed by research, evidence, policy and emerging sector trends. • Experience in commissioning and directing complex research programmes, translating research and sector intelligence into policy, strategy, investment priorities and developmental interventions. • Experience in leading capacity building, institutional strengthening and sustainability interventions, with measurable sector and beneficiary impact. • Experience in establishing and managing strategic partnerships and multi-stakeholder programmes across government, private sector, civil society, academia and/or development institutions. • Experience in resource mobilisation, partnership development and leveraging external funding or institutional resources to advance strategic programmes. • Experience in Leadership of complex portfolios, multidisciplinary teams, budgets and strategic projects, with accountability for performance and delivery.
Advantageous
• Experience in public-sector strategic planning, organisational performance management, monitoring and evaluation, with sound knowledge of applicable DPME frameworks, guidelines and methodologies. • Experience in the development, implementation and review of Strategic Plans, Annual Performance Plans and operational plans within a public-sector or public-entity environment. • Experience in developing and applying monitoring, evaluation, learning and impact-assessment frameworks, including theory of change, results frameworks, indicators and evaluation methodologies. • Policy formulation, policy analysis and implementation experience, including translating research and evaluation evidence into strategic and policy recommendations. • Experience in integrating research, planning, performance information and evaluation findings to support evidence-based decision-making and organisational improvement. • Publication and/or recognised research record in relevant areas of policy, development, media, governance or related fields.

2. Position Description

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
Strategy Development and Implementation	• Lead the development and implementation of the divisional strategy, ensuring alignment with the MDDA mandate, Strategic Plan, Annual Performance Plan and organisational priorities. • Provide executive leadership across Strategy and Organisational Performance, Monitoring and Evaluation, Research, Sector Development, Capacity Building and Outreach. • Translate the MDDA's strategic direction into clear divisional priorities, programmes, plans and performance commitments. • Participate as a member of EXCO and contribute to enterprise-wide strategy, policy, governance, resource allocation and organisational decision-making. • Advise the CEO and governance structures on strategic developments, performance, emerging risks, opportunities and matters affecting achievement of the MDDA mandate. • Lead the development and review of divisional policies, frameworks, methodologies, systems and processes. • Ensure integration between divisional strategy, operational planning, budgeting, risk management and performance. • Identify and manage strategic and operational risks within the portfolio and ensure appropriate mitigation, monitoring and escalation. • Create an accountable, evidence-led and high-performance environment that supports delivery against the Agency's strategic objectives.	15%
Strategy, Planning & Organisational Performance	• Lead and oversee the MDDA's institutional strategic planning and organisational performance management function in accordance with applicable DPME frameworks, National Treasury requirements and the broader public-sector planning and reporting framework. • Lead and coordinate the development, review and implementation of the Strategic Plan, Annual Performance Plan and Annual Operational Plan. • Establish and maintain an integrated organisational performance management framework, including	15%

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
	outcomes, outputs, indicators, targets, baselines and appropriate performance measurement methodologies. • Ensure alignment and cascading of institutional priorities and performance commitments across programmes, divisions and operational plans. • Monitor organisational performance against approved plans and facilitate early identification, analysis and escalation of underperformance and delivery risks. • Ensure the integrity, reliability, completeness and auditability of reported performance information and supporting portfolios of evidence. • Lead quarterly, annual, mid-term and end-of-strategic-period organisational performance reviews and reporting processes. • Provide strategic performance analysis and recommendations to EXCO, relevant Board Committees and the Board. • Coordinate organisational responses relating to predetermined objectives and reported performance information arising from Internal Audit, AGSA and other assurance processes. • Maintain and periodically review the institutional Theory of Change and results framework to demonstrate the relationship between MDDA interventions, outputs, outcomes and intended impact. •	
Strategic Research, Policy & Sector Intelligence	• Lead the development and implementation of the MDDA research agenda aligned with the Agency's mandate, strategy and emerging sector priorities. • Commission, direct and quality-assure strategic, policy and sector research on media development and diversity. • Establish an integrated sector-intelligence capability to monitor economic, social, technological, regulatory and policy developments affecting community and small commercial media. • Analyse research, sector data, evaluation findings and other evidence and translate these into strategic recommendations for Management and the Board. • Lead and coordinate institutional policy analysis and responses to legislation, regulations and public-policy developments affecting the sector.	10%

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
	• Lead or oversee MDDA submissions on relevant legislation, regulations, inquiries and policy processes. • Produce and facilitate research publications, policy briefs, sector reports and other strategic knowledge products. • Establish mechanisms for institutional knowledge management and dissemination of strategically relevant sector information. • Ensure research and sector intelligence inform strategic planning, grant-making priorities, capacity building and sector-development interventions.	
Grantee & Organisational Monitoring and Evaluation	• Lead the development and implementation of an integrated monitoring, evaluation, learning and impact framework for MDDA-funded projects and programmes. • Establish appropriate theories of change, results chains, indicators, baselines, targets and impact measures for grant-funded and developmental interventions. • Ensure M&E requirements are embedded throughout the grant lifecycle, from programme design and contracting to implementation, close-out and post-funding assessment. • Establish risk-based monitoring methodologies and tools for community radio, community television, print, digital and small commercial media beneficiaries. • Monitor grantee performance against funding agreements, approved project plans, deliverables, developmental objectives and intended outcomes. • Provide evidence on project performance and identify implementation risks, underperformance and areas requiring corrective intervention or escalation. • Lead evaluations of the outcomes, effectiveness, sustainability and developmental impact of MDDA grant funding and programmes. • Assess the contribution of MDDA interventions to media diversity, sustainability, employment, skills development, access to information and the development of historically disadvantaged communities. • Develop mechanisms for assessing beneficiary sustainability and impact beyond the funding period. • Produce consolidated grantee M&E and impact reports for Management, relevant Board Committees and the Board.	15%

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
	Ensure M&E findings and lessons inform grant design, funding priorities, capacity-building programmes and future sector interventions.	
Sector Development, Capacity Building & Outreach	- Lead the development and implementation of an integrated sector-development strategy aimed at strengthening the sustainability, capability, innovation, diversity and resilience of community and small commercial media. - Identify systemic barriers, developmental gaps and emerging opportunities within the sector and develop targeted programmes and interventions in response. - Develop and oversee capacity-building and institutional-strengthening programmes informed by sector research, needs assessments and M&E findings. - Lead the development of accredited and non-accredited skills-development interventions responsive to identified sector needs. - Drive programmes supporting sustainability, digital transformation, innovation, governance, organisational capability and evolving operating models within community and small commercial media. - Develop and maintain strategic partnerships with government, regulators, commercial media, academia, civil society, development institutions and the private sector to advance sector development. - Drive resource mobilisation and identify opportunities to leverage external funding, expertise, technology and institutional resources in support of the MDDA mandate. - Oversee the development of toolkits, guidelines, knowledge products and other practical resources for community and small commercial media practitioners. - Establish structured mechanisms for engagement and outreach with beneficiaries and the broader sector to identify emerging needs and strengthen the responsiveness of MDDA interventions. - Ensure sector-development and capacity-building programmes have clearly defined outcomes and are appropriately monitored and evaluated for effectiveness and impact.	25%

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
Budget & Resource Management	• Lead the development and management of the divisional budget and medium-term resource requirements, ensuring alignment with strategic and operational priorities. • Ensure effective, efficient and economical utilisation of financial and other resources in accordance with applicable legislation, policies and delegations. • Monitor expenditure, commitments and financial performance against approved budgets and institute corrective measures where material variances arise. • Exercise delegated financial authority and ensure appropriate financial controls, accountability and compliance across the division. • Ensure divisional procurement and resource requirements are appropriately planned and aligned to approved programmes and priorities. • Identify opportunities to leverage partnerships and external resources to extend the reach and developmental impact of MDDA programmes. • Ensure appropriate management and safeguarding of divisional assets and resources.	10%
People Management & Leadership	• Provide executive leadership to the division and ensure that organisational structure, capability and skills remain aligned with the Agency's strategic requirements. • Translate strategic and divisional priorities into clear performance expectations and accountability arrangements for direct reports. • Develop performance agreements and conduct performance reviews in accordance with the MDDA performance management framework. • Lead, coach, mentor and develop managers and specialist professionals across the portfolio. • Build multidisciplinary capability and promote collaboration, innovation, professional excellence, accountability and evidence-based decision-making. • Identify critical and scarce skills and implement appropriate talent-development, succession and retention interventions. • Oversee recruitment and workforce planning for the division in collaboration with Human Resources.	10%

Key Performance Area / Main Output	Detailed Description / Inputs	Weighting
	- Manage performance, discipline and employee-relations matters in accordance with applicable legislation and organisational policies. - Promote employee well-being and foster a high-performance culture grounded in MDDA values, ethical leadership, good governance and public-sector accountability.	

3. Competencies (Knowledge, Skills and Behavioural Attributes) - Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Knowledge	Skills	Behavioural Attributes
National Evaluation Policy Framework (NEPF)	Interpersonal	Strategic thinking
Legislation and regulations	Research	Decision making
Research methodologies	Strategic management	Customer focused
Proposal writing	Project management	Organisational awareness
Advocacy and awareness	Problem solving	Visionary thinking
Financial principles	Writing	
	Stakeholder management	

4. Special Requirements

Detail
Required to work extended hours
Required to travel