

## VACANCY AD – 2017 (DEADLINE: 6 NOVEMBER 2017)

### 1. POSITION DETAILS

Position Title:	Executive Manager: Programmes
Location/Area:	South African Cities Network (SACN) Main Office Braamfontein, Johannesburg
Position Reporting To:	Chief Executive Officer
Grade:	E (Experienced Executive Manager)
Start Date:	02 January 2018

### INTRODUCTION

The [South African Cities Network \(SACN\)](#) was established in 2002 by the Minister for Provincial and Local Government (now known as Cooperative Governance), in collaboration with the mayors of South Africa's largest cities and the South African Local Government Association (SALGA), as an independent Section 21 company with the mandate to:

- Promote good governance and management in South African cities;
- Analyse strategic challenges facing South African cities, particularly in the context of global economic integration and national development challenges;
- Collect, collate, analyse, assess, disseminate and apply the experience of large city government in a South African context; and
- Promote shared-learning partnerships between different spheres of Government to support the management of South African cities.

SACN is currently on its fourth 5-year strategy for the 2016-2021 period. The main activities of SACN towards achieving its strategic and functional objectives in this period will continue to be knowledge generation, dissemination and application support towards enabling:

- Shared learning as the basis of inter-city and multi-stakeholder partnerships;
- Updating leaders and policy-processes on current and emerging changes and trends in urban policy nationally and internationally; and
- Promoting innovation and strategic thinking/action between cities and other governance actors.

The core thematic areas of the SACN focus on the city as a productive, well-governed, sustainable and inclusive space. The work of the SACN aims to assist and guide cities to become effective drivers of local and national development within a context where the rapid growth of city populations requires increased service delivery and improved city governance. In particular, the [State of Cities Report 2016](#) forms an important basis for benchmarking and reporting on the performance of South Africa's cities in relation to the strategic priorities previously identified by the SACN.

SACN is seeking to appoint an **Executive Manager: Programmes** to conceptualise, plan, manage, and implement programmes and projects in the South African Cities Network (SACN) towards ensuring achievement of the mandate and the business plan of the SACN.

### Key Responsibility Areas

SACN seeks to appoint a full-time Executive Manager: Programmes whose role would include:

- ❁ Lead, manage and empower the Programmes team (which is the knowledge generation and application section, comprising up to 10 professionals) in liaison with the CEO so that he/she meets the performance objectives in line with broader objectives and requirements of the SACN and within the resource constraints.
- ❁ Assume overall accountability and responsibility for programme management and coordination in the SACN so that the mandate and business plan of the SACN is met
- ❁ Identify, generate, disseminate and store knowledge products by ensuring that all programmes and projects result/culminate in a knowledge product that assists Cities and various stakeholders. Also includes the facilitation of dissemination and sharing of knowledge products with various stakeholders to facilitate shared learning
- ❁ Manage and report on all activities of the programmes to the Management Committee and to the SACN Council to ensure that they are kept abreast of the running and progress made on programmes and projects as per Business Plan and Annual Performance Plan
- ❁ Interface with key stakeholders at various levels, i.e. strategic or project level to build and maintain effective relations to realise the objectives and goals of the SACN.
- ❁ Support the CEO in the fundraising role by making inputs to the funding proposals to secure funding for programmes and projects.
- ❁ Represent the CEO and SACN in several forums and structures where he/she or the organisation has been requested to attend.

This role is focused on the SACN's Knowledge Generation and Knowledge Application Programmes (see [Strategic Plans webpage](#) ).

Typical outputs from the role would include:

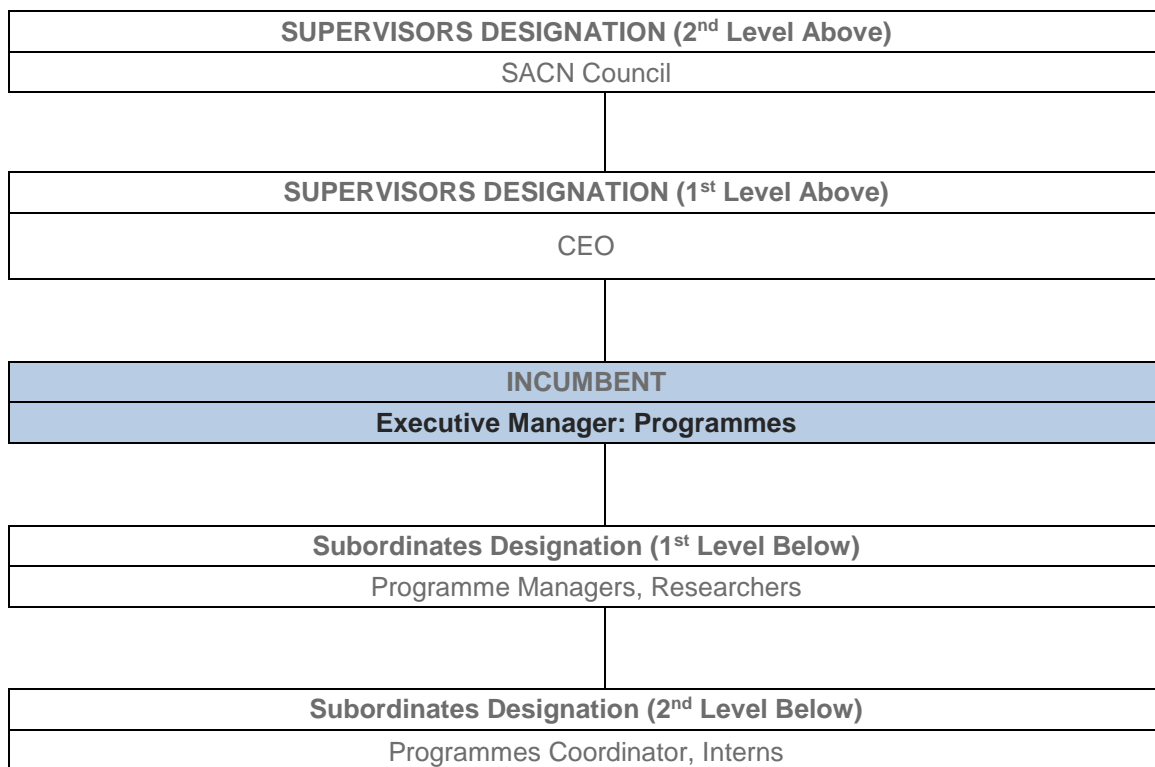
- ❁ The development, implementation, review and update of the SACN business plan to achieve the objectives and mandates of the SACN
- ❁ Identifying and conceptualising programme opportunities
- ❁ Identifying and guiding design of the programmes to be implemented
- ❁ Identifying resources to manage projects and play an oversight role on Programme Managers

Additionally, this role involves

- 🌐 Occasional travel, locally, regionally and internationally.
- 🌐 Playing a thematic responsibility and providing technical advice to Programme Managers on various themes and specialist areas
- 🌐 Performing project management role on allocated projects
- 🌐 Inform policy development processes in the programmes and projects that SACN is involved in
- 🌐 Monitor the activities of the programmes function in SACN
- 🌐 Developing business plans for all programmes and projects
- 🌐 Defining the planned objectives, indicators deliverable and outcomes of all projects
- 🌐 Preparation of project budget and costing
- 🌐 Identification and mobilisation of project resource requirements

## ORGANISATIONAL STRUCTURE

Organisational structure showing the position with two positions above and two positions below:



## EDUCATION

The following minimum education level is necessary to perform the job:

1.1 School	Grade 12 or Equivalent
------------	------------------------

1.2 Professional / Tertiary	a. PhD or Master’s degree or equivalent in development studies or urban planning / development/ management or social sciences.
-----------------------------	--

**EXPERIENCE**

Minimum experience necessary before being considered for the Job:

- 7+ years of applied research, particularly in development field/public interest.
- Experience with public sector management/governance/administration especially related to local government sphere.
- Demonstrable experience of strategic planning, ability to develop and manage complex projects effectively
- Demonstrable experience of effective leadership and management in multi-disciplinary environments
- Knowledge of the humanities and social sciences community;
- Functional IT Literacy (MS Word, Excel, PowerPoint, email, internet)

**TRAINING**

Essential training received in addition to the above experience to perform the job.

TBD

**PERIOD OF ON-THE-JOB TRAINING**

None specified

**CORE COMPETENCIES**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Excellent writing and publishing skills</li> <li>• Presentation and facilitation skills.</li> <li>• Systems and critical thinking</li> <li>• Leadership skills</li> </ul> | <ul style="list-style-type: none"> <li>• Time management, organisational and planning skills.</li> </ul> |
|--|--|

**POTENTIAL CAREER PATH GUIDELINE**

CAREER PATH OPTIONS	
UPWARDS WITHIN DEPARTMENT	LATERAL BASED ON SKILLS OBTAINED

	CEO	
INCUMBENT	Executive: Programmes	

## PURPOSE

The **Executive Manager: Programmes** is required to identify, plan, manage, and implement programmes and projects in the South African Cities Network (SACN) to ensure achievement of the mandate and the business plan of the SACN.

Key Performance Areas		Key tasks
1.	<b>Programme Strategy</b>	<ul style="list-style-type: none"> <li>Formulation of knowledge generation and knowledge application strategy.</li> </ul>
2.	<b>Programme Budget Management</b>	<ul style="list-style-type: none"> <li>Project scoping and budgeting</li> </ul>
3.	<b>Programme Delivery</b>	<ul style="list-style-type: none"> <li>Managing implementation and administration of Annual Performance Plan projects through programme team.</li> </ul>
4.	<b>Service Provider Management</b>	<ul style="list-style-type: none"> <li>Participating in directing, overseeing programme and stakeholder partnerships, contracts and engagements in this regard.</li> </ul>
5.	<b>Monitoring and Evaluation of Programmes</b>	<ul style="list-style-type: none"> <li>Quality control of all outputs</li> </ul>
6.	<b>People Management</b>	<ul style="list-style-type: none"> <li>Operational leadership and staff management and mentorship</li> </ul>

## TIME SCALE

As with all SACN permanent posts, the position is envisaged as a long-term contract post until 30 June 2021, renewable.

## APPLICABLE TERMS & CONDITIONS

This post is advertised on a rolling basis. The SACN reserves the right to award this post as soon as a suitable candidate is identified, as well as the right not to award at all or to renegotiate its terms,

subject to circumstances and adequacy of submissions. Unsuccessful applicants will be notified once a selection / appointment has been made.

## SUBMISSIONS AND ENQUIRIES

Potential candidates meeting the post criteria are invited to provide SACN with the following:

- ✎ A covering letter indicating understanding of the post requirements, and any qualities or suitability; and
- ✎ A current Curriculum Vitae that includes relevant contact details and current References.

E-mail your submission or enquiries to [sadhna@sacities.net](mailto:sadhna@sacities.net). Technical enquires may be directed to [yolisa@sacities.net](mailto:yolisa@sacities.net).

---

Published October 2017, ©SACN