South African
CitiesNetwork

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VACANCY AD – 2018 (DEADLINE: 15 JUNE 2018)

POSITION DETAILS

Position Title:	Programme Manager: Governance and Communications
Location/Area:	South African Cities Network (SACN), Main Office Braamfontein, Johannesburg
Position Reporting To:	Chief Executive Officer
Grade:	D (Experienced Programme Manager)
Start Date:	01 August 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 a **Programme Manager: Governance and Communications** 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

The role of the **Programme Manager: Governance and Communications** would be to:

- Lead, manage and empower the Governance and Communications team in liaison with the CEO to meet the performance objectives in line with broader objectives and requirements of the SACN and within the resource constraints.
- Assume accountability and responsibility for the Governance and Communications programme and coordination in the SACN so that the mandate and business plan is met.
- Manage and report on all activities of the Governance and Communications team to the SACN Board and Council to ensure that they are kept abreast of the running and progress made on 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 developing and implementing a fundraising strategy to secure funding for programmes and projects.
- Represent the CEO and SACN in several forums and structures that he/she or the organisation has been requested to attend.

Typical outputs from the role would include:
- Inputs towards the development, implementation, review and update of the SACN business plan to achieve the objectives and mandates of the SACN
- Identifying and conceptualising Governance and Communication project opportunities
- Developing and implement a Fundraising Strategy for the SACN
- Manage all staff responsible for Communications and Governance.

For more information on the strategic plan for the SACN (which includes the Governance and Communications Programmes) visit the SACN website (Strategic Plans webpage).

The role involves occasional travel, locally, regionally and internationally.

The details for the position are as follows:

1. POSITION DETAILS	
JOB TITLE: PM: Governance & Communications	**GRADE**: D
INCUMBENT: Vacant	**REVIEW DATE**: May 2018
NO OF INCUMBENTS: 1	**REF. NUMBER**: N/A
LOCATION: Braamfontein	**MANAGER**: CEO

2. APPROVALS			
APPROVED	**NAME**	**SIGNATURE**	**DATE**
Analyst			
Incumbent	Vacant		
Supervisor	CEO		

3. ORGANISATIONAL STRUCTURE

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

SUPERVISORS DESIGNATION (2nd Level Above)
Chief Executive Officer

INCUMBENT
Programme Manager: Governance & Communications

Subordinates Designation (1st Level Below)
Communications Specialist

Subordinates Designation (2nd Level Below)
Communications Assistant, Intern

4. EDUCATION (Minimum level necessary to perform the job).

1.1 Ability	
1.2 School	**Grade 12 or Equivalent**
1.3 Professional / Tertiary	Master's Degree in Development field/Public Interest

5. EXPERIENCE (Minimum necessary before being considered for the Job)

- Experience in managing communications related projects.
- Fundraising experience including drafting a fundraising
- 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
- Direct experience of Governance, preferably as a Director or Trustee
- Extensive experience in the provision and management of legal, governance, risk, contract, procurement or property services
- Knowledge of the humanities and social sciences community;
- MS Literacy (Word, Excel, powerpoint, email, internet)

6. TRAINING (Essential training received in addition to the above experience to perform the job).

- SACN Strategy
- MIS System

7. PERIOD OF ON-THE-JOB TRAINING

N/A

8. CORE COMPETENCIES

- Excellent communications skills.
- Excellent writing and publishing skills
- Presentation and facilitation skills.
- Systems and critical thinking
- Leadership skills

- Time management, organisational and planning skills.
- Fundraising skills
- Ability to engage leaders in key sectors (especially government)

9. POTENTIAL CAREER PATH GUIDELINE

CAREER PATH OPTIONS		
UPWARDS WITHIN DEPARTMENT		**LATERAL BASED ON SKILLS OBTAINED**
	CEO	
INCUMBENT	**EM: Governance & Communications**	

10. Purpose

Effective management of stakeholders and development of tools, frameworks and platforms that translate Research Outcomes into usable information for the customer.

To provide strategic leadership, guidance and support to the Governance and Communications Group to ensure the Network has an effective corporate governance and communications framework that complies with legislative requirements and promotes business excellence.

	Key Performance Areas	Key tasks
1.	**Stakeholder Management**	• Maintain Stakeholder Database. • Stakeholder Mapping and Analysis.
2.	**Stakeholder Engagement**	• Engage stakeholders by knowledge sharing and conducting awareness campaigns and exhibitions. • Provide management and guidance to the communications function of the organisation
3.	**Knowledge Dissemination**	• Map out a plan for the project's impact and dissemination strategy. • Establish knowledge sharing platforms. • Determine knowledge sharing tools.
4.	**Fundraising**	• Develop a fundraising concept for the SACN to contribute to the long term financial sustainability of the organisation. • Support the programme team with the development of individual fundraising proposals to supplement project funding
5.	**Corporate Secretary**	• Provide directors with guidance in their duties, responsibilities and powers and make directors aware of all laws and regulations relevant to the company. • Ensure that the board's policies and instructions are communicated to the relevant persons in the company. • Maintain communication with external networks.

TIME SCALE

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. Technical enquiries may be directed to Stacey-Leigh@sacities.net.