South African
CitiesNetwork

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VACANCY AD – 2017 (DEADLINE: 18 JULY 2017)

1. POSITION DETAILS

Position Title: Programme Manager: Sustainable Cities
Location/Area: South African Cities Network (SACN) Main Office
                                     Braamfontein, Johannesburg
Position Reporting To: Executive Manager
Grade: B (Experienced Researcher / Manager)
Start Date: ASAP; Ideally by 01 August 2017

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** to support its new strategy through the development and implementation of the Sustainable Cities programme of work.

Key Responsibility Areas

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

- Knowledge generation, application and reporting
- Knowledge management support
- Project co-ordination and Support

This role is focused on SACN's Sustainability Programme (see Sustainable Cities webpage and SOCR Chapter 5 – Sustainable Cities).
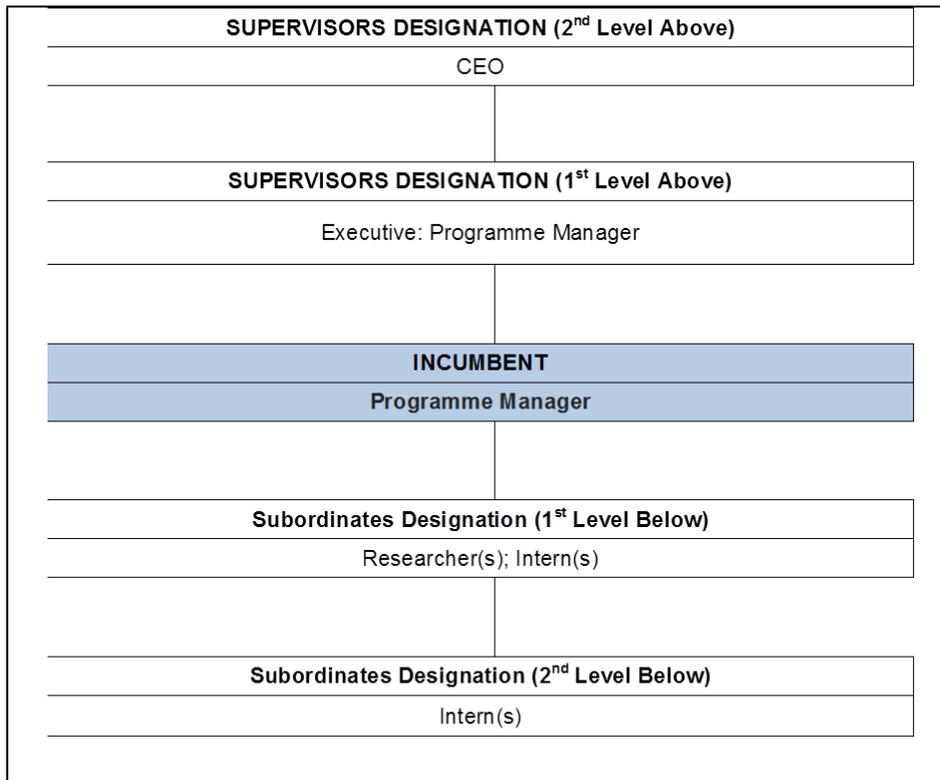
Typical outputs from the role would include:

- Management and facilitation of the Theme's knowledge-based programmes, projects and partnerships
- Contributing to, producing or coordinating the production of research papers and publications
- Supporting convening, facilitation and participation of knowledge sharing and learning events (workshops, reference groups, etc.)
- Information awareness, insight and trend analysis on urban dynamics (across the member municipalities on strategic themes & topics)
- Programmatic monitoring, evaluation and reporting

The role may involve occasional travel, mainly within South Africa.

ORGANISATIONAL STRUCTURE

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

SUPERVISORS DESIGNATION (2nd Level Above)
CEO

SUPERVISORS DESIGNATION (1st Level Above)
Executive: Programme Manager

INCUMBENT
Programme Manager

Subordinates Designation (1st Level Below)
Researcher(s); Intern(s)

Subordinates Designation (2nd Level Below)
Intern(s)

EDUCATION

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

1.1 School	Grade 12 or Equivalent
1.2 Professional / Tertiary	a. Master's degree or equivalent in development studies or urban development/management or social sciences.

EXPERIENCE

Minimum experience necessary before being considered for the Job:

- ☐ Minimum 5 Years industry/sector experience

- ☐ Strong analytic and critical thinking skills

- ☐ Exceptional written, oral, and presentation communication abilities

- ☐ Practical use of Microsoft Office applications including, Word, Excel, PowerPoint

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

☐ Communication Skills	☐ Learning and Knowledge Management
☐ Research	☐ Report Writing Skills
☐ Skill Development	☐ Relationship management
☐ Professionalism	☐ Facilitation and presentation
☐ Responsible Conduct of Research	☐ Leadership and Management skills
☐ Risk Management	

POTENTIAL CAREER PATH GUIDELINE

CAREER PATH OPTIONS		
UPWARDS WITHIN DEPARTMENT		LATERAL BASED ON SKILLS OBTAINED
	Executive: Programmes	
INCUMBENT	Programme Manager	

PURPOSE

The Program Manager 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. Framing the Research Question	• Identifying the projects to be implemented • Framing the research questions / knowledge needs • Identifying resources to manage projects and play an oversight role on project managers • Playing a thematic responsibility and performing an assigned theme coordination role by providing
	technical advice and coordination for project managers ☐ Identifying contributors and play oversight role ☐ Performing project management role on allocated projects ☐ Developing business plans for corresponding programmes and projects ☐ Preparation of project budget and costing ☐ Coordinate, monitor and report on the activities and resources of the projects in programme(s) ☐ Defining the planned objectives, indicators deliverable and outcomes of all projects
2. Contracting (for technical expertise)	☐ Information and trend analysis (across the municipalities on strategic themes and topics)
3. Research Process Management	☐ Identify the knowledge benefit of the project and generate awareness by providing knowledge content ☐ Package outputs of projects into knowledge products ☐ Ensuring that material is practical and usable (translation of research reports) ☐ Ensuring that research papers are identified, planned and implemented to keep abreast of new developments and to provide member cities with comprehensive information to enhance their strategic planning.
4. Project Delivery Management	☐ Ensuring the project contracts are signed ☐ Ensuring that project reporting takes place ☐ Facilitating the scheduling of project activities to facilitate effective project execution ☐ Managing service providers to ensure that they deliver accordingly with respect to intended outcomes ☐ Utilizing the filing system (electronic and manual) for projects developed and maintained by the programmes coordinator

		□	Ensuring that the project close out report are submitted at the end of a project.
5.	Resource Management	□	Engaging in discussions on behalf of the SACN as and when required
		□	Making presentations as and when required

TIME SCALE

As with all SACN permanent posts, the position is envisaged as a long-term contract post until 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 particular 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 enquires may be directed to geci@sacities.net.

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