SOUTH AFRICAN CITIES NETWORK

Job Title:	EXECUTIVE MANAGER: PROGRAMMES	Job Grade	E- Upper
Department/Group:	PROGRAMMES	Job Code/ Req#:	SACN
Location:	Johannesburg	Travel Required:	Travel Required
Reports to:	CEO	Position Type:	5-year Contract - renewable
Positions reporting to incumbent:	PROGRAM MANAGERS, RESEARCHERS	Date Posted:	26 July 2024

Purpose of Job:

The Executive Manager Programmes is responsible for ongoing management of all programmes on behalf of the SACN to ensure that the desired programme outcomes and objectives are delivered. The person must have adequate knowledge and information about the local government environment and the SACN strategy, to lead the programme from the themes, to be able to make informed decisions. The role entails the ensuring of conceptualization, implementation and management of the appropriate programmes or projects in collaboration with the cities and other partner organisations. It also entails the preparation of the programme briefs, initiation documents, appraising options and submissions for approval, securing of resources/ fundraising and expertise as required, coordinating, and directing end-user input and coordinating value management strategy.

Key Roles and Responsibilities:

Programme Strategy:
- Ensure the development and formulation, in collaboration with other Executive Managers and other key stakeholders, of the knowledge generation and application strategy.
- Drive the process of implementation of the Strategy as it relates to the Programmatic work of the SACN.
- Conduct project scoping and budget management.
- Report to EXCO on the progress on the implementation of the Strategy.
- Manage the implementation of annual performance projects.

Service Provider Management:
- Ensuring that programme input, and research is delivering the required outcomes.
- Build and maintain excellent relationships with key service provider.
- Manage and direct service provider relationships

Research:
- Manage the SACN research projects across all thematic areas in line with the organisational strategy.
- Develop and implement the research standard for the organisation.
- Ensure that the research projects initiated are in line with the themes and that proper coordination is taking place.
- Promote the use of data for municipal decision-making

Knowledge Application:
- Develop SACN knowledge application offerings and maximize funding opportunities.
- Ensure that the outcomes and recommendations from the research in programmes can be applied in the local government environment.
- Ensure that the outcomes of the programmes are of the highest quality and that knowledge transfer can take place.

Fundraising and Stakeholder Management

- Establish and maintain strong relationship with cities to co-create the programmatic work plan for each of the participating cities.
- Ensure stakeholder and partner relationship management across government, academia, NPOs and business.
- Initiate and support the fundraising initiatives of the organisation in line with the Organisational and Fundraising Strategy of SACN
- Support the collaborative work done with government partner departments and other associated bodies.

Resource Management:

- Manage resources to perform the programmatic work and research.
- Develop strategic and operational plans aligned to the resources of the organisation.

Qualification and Experience requirements:

PHD /Master's degree or equivalent in Development Studies/ Development Planning/ Futures Studies/ Urban Planning and Management.

10 Years' experience in the public sector management or governance related to local government.

10 Years' experience on Executive level in a multi-disciplinary organisation.

10 years' experience in project management in humanities or social sciences.

Skills Requirement:

Behavioural Skills Requirement:

Leadership Skills

Must be able:

- To create a positive work environment where all staff are motivated to do their best.
- To convey confidence in a group's ability to prevail over challenges to reach its goals.
- To link mission, vision, values, goals, and strategies to everyday work.
- To see the potential in others and takes opportunities to apply and develop that potential.
- To take calculated risks or a fresh approach to implement the knowledge generation and application strategy.
- To set clear, meaningful, challenging, attainable and measurable group goals for the Programmes and Research teams.

Management Skills

Must be able:

- To ensure the various goals, purpose, and criteria for success are achieved by implementing the various programmes/projects aligned with the SACN strategy.
- To ensure resources and skill sets among staff are available.
- To manage all relevant organisational and business risks as identified in the SACN risk register.
- To ensure that the resources and skill sets are available in the Research team and Program Managers.
- To obtain Exco and Board approval of and support for the Programmes.
- To evaluate progress and success of the programmes against performance standard and application of the knowledge in the local government environment.

Strategic Planning

Must be able to**:**

- Formulate the knowledge generation and application strategy.
- Plan and scope projects and set budgets aligned with the budget allocations.

Change Leadership Skill

Must be able:

- To recognize and communicate the potential benefits of programme and research outcomes and the application of it.
- To develop improved ways of doing things, including new approaches or methods to research and project management.

Influencing Skill

Must be able to:

- Obtain support from SACN executives and stakeholders for new ideas or causes.
- Actively promote and solicit support for the Programmes.
- Build credibility as a representative by demonstrating personal commitment and sharing information.

Initiative

Must be able to:

- Recognize situations that warrant initiative and move forward without hesitation; reasonably resolves issues, problems, or situations.
- Take independent action to change the direction of events or to achieve positive results.

Ethics & Integrity:

Must be able to**:**

- Respect and maintain confidentiality.
- Tell the truth and be honest in all dealings.
- Keep promises and commitments made to others.
- Does the right thing, even when it is difficult. Does not yield to pressure to show bias or manipulate others.
- Circumvent situations and actions considered inappropriate or which present a conflict of interest.
- Adhere to a set of core values that are represented in decisions and actions.
- Does not misrepresent self or use position or authority for personal gain.
- Take responsibility for own work, including problems or issues.

Functional Skills Requirement:

Business Administration:

Must be able to:

- Allocate resources to activities and projects.
- Generate and collate monthly and quarterly programme reports.
- Ensure that the quality control processes are in place.
- Monitor and control the various programmes and its required outcomes.

Consulting/Advising:

Must be able to:

- provide advice and counsel to Board and Exco and understands the needs of the stakeholders.
- provide direction to Board and Executives on programmes to be implemented.
- Provide input to Board and Council on all matters that may influence the Strategy or direction of the SACN.

Financial Management:

Must be able to:

- plan and monitor the use of financial resources to meet organizational objectives and ensure compliance with allocated budget.

Technical Solution Development:

Must be able to:

- in a methodically and logical way address the stakeholders' needs.
- Utilize information to drive innovative solutions and/or designs to achieve the outcomes as defined in the strategy.

Technical Support:

Must be able to:

- Understand the local government environment, and the challenges faced by this sphere, in making SACN a relevant organisation.
- Communicate effectively with suppliers and other stakeholders.
- Listen to symptom descriptions, analyse problems, responds effectively, and ensure that the programmes in SACN are aligned with the stakeholders needs.

Technology Management:

Must be able to:

- Utilize information provided from research and programmes to create efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness.
- Understand the impact of technological changes on the organization.

Key Output Areas:

1. **Internal framework and guideline for SACN writing, editing, and quality control for research reports/presentations.**
2. **Knowledge generation and application strategy is in place.**
3. **Research projects initiated are in line with the themes and within budget allocation.**
4. **Programme input and research is delivering the required outcomes.**
5. **Contracts for serviced providers are in place.**

Reviewed By:	**Makhosazana Nxumalo**	Date:	**28 June 2024**
Approved By:	**Nosipho Hlatshwayo**	Date:	**18 July 2024**
Last Updated By:	Name	Date/Time:	Date/Time