

SOUTH AFRICAN CITIES NETWORK

Job Title:	PROGRAM MANAGER: SUSTAINABLE AND RESILIENT CITIES	Job Grade	D-Upper
Department/Group:	CEO	Job Code/ Req#:	SACN
Location:	Johannesburg	Travel Required:	Travel Required
Reports to:	EXECUTIVE MANAGER PROGRAMMES	Position Type:	5-year Contract - renewable
Positions reporting to incumbent:	Researchers & Interns	Date Posted:	26 July 2024

Purpose of Job:

The Sustainable Cities Programme is focused on the urban sustainability and development and how cities impact and develop within the limited reserve of non-renewable resources. The focus is on areas that affect the quality and cost of living such as sustainable energy, waste management, water management, food security and climate change. The Key responsibility of the programme is to drive the following initiatives:

- Facilitate the role of cities in the just transition, considering the governance, environmental, social, economic and financial implications of the transition.
- Enablement of cities to implement nature-based solutions to improve the quality of life and contribute to food security.
- Promote and champion water resilience through putting processes in place for managing scarce water resources.
- Driving the initiative for public awareness campaigns in waste management in partnership with cities.
- Supporting cities in developing resilience strategies for disaster mitigation.

Key Roles and Responsibilities:

Research Process Management:

Must be able to:

- Identify and plan the research papers through co-creation with the cities.
- Keep abreast with developments which have current and future implications for the Programme.
- Identify the knowledge benefit of the programme.
- Package the knowledge outputs into knowledge products.
- Ensure that the material produced during research is practicable and usable.
- Provide the cities with comprehensive information to enhance their strategic planning.

Project Management:

Must be able to:

- Work with Executive Manager Programmes to refine the projects frameworks and research questions.
- Coordinate the project by providing technical advice to project leaders and researchers.
- Support the Executive Manager Programmes on special research projects, meeting briefings, and literature reviews to draw out well-packaged insights that advance the strategic goals.
- Flexible in playing whatever role is necessary for team success.
- Manage the controls put in place to mitigate organisational and project risks.
- Encourage participation from everyone in the project team to generate the best ideas and results.
- Coordinate and report on activities and resources to the Executive Manager Programmes.

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- Manage the Sustainable and Resilient Cities Programme and the various engagement structures made up of city practitioners and other stakeholders.

Project Delivery Management:

Must be able to:

- Ensure contract management with service providers where applicable.
- Ensure project reporting in line with the organisational Monitoring and Evaluation protocols.
- Facilitate the scheduling of project activities so that the project can be successfully executed.
- Develop and ensure that the project close/progress report is submitted to the Executive Manager Programmes.
- Resource the project successfully and engage on behalf of the SACN with the cities when required.
- Present the findings of the project in written format and oral presentations.
- Engage with media, when required, to talk about project outcomes / findings and their impact.

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.
- Support the fundraising initiatives of organisation line with the Organisational and Fundraising Strategy of SACN
- Support the collaborative work done with the government partner departments and other associated bodies.

Innovation:

Must be able to:

- Be proactive in crafting new ideas and creatively solving problems.
- In collaboration with the Executive Manager Programmes, secure and mobilize the resources required for the new initiatives.

Qualification and Experience requirements:

Master's degree or equivalent in Urban Development/Development Studies/Social Sciences/Sustainable Studies/Futures Studies

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

5 Years' experience on Project Management.

Experience in multi-disciplinary environments and cross working teams.

Skills Requirement:

Behavioural Skills Requirement:

Project Management:

Must be able to:

- Work-backwards from set goals and understand critical path dependencies.
- Establish and manage different workstreams.
- Draw from a diverse set of tools and approaches to manage progress and mitigate risks.
- Adapt when circumstances change.

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- Collaborate with multiple stakeholders to drive towards milestones.
- Stays focused on priorities during many competing demands.
- Quickly develop “plan B” when original plans hit roadblocks.
- Arrange and maintain multiple projects along with other priorities.

Analytical Skill:

Must be able to:

- Identifies key facts in the research outcomes.
- Notice when data appear wrong or incomplete or need verification.
- Distinguish information that is not pertinent to the project.
- Break down complex information into component parts.
- Sort and group data and applies causal relationships.
- See underlying principles, patterns, or themes in an array of related information.
- Apply logic and complex layers of rules to analyze and categorize complicated information.
- See relationships between information in varied forms and from varied sources.
- Go beyond analyzing information to develop a conceptual understanding of the meaning of a range of information.
- Integrate diverse themes and lines of reasoning to create new insights or levels of understanding for the projects.

Facilitation:

Must be able to:

- Personally, supports the organizational direction and changes in the programme.
- Adapt and use alternative techniques to achieve the programme goals.
- Be open to new ways of doing things.

Influencing:

Must be able to:

- Obtain support from cities and groups for new ideas or outcomes of the programme.
- Actively promote and solicit support for this SACN strategy.
- Build credibility as a representative by demonstrating personal commitment and sharing information.

Initiative

Must be able to:

- Recognize situations that warrant initiative and moves 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.
- Do 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.
- Not misrepresent self or use position or authority for personal gain.
- Take responsibility for own work, including problems or issues.
- Motivate and mobilize the stakeholders to accept recommendations for inclusion in policies and legislation.
- Draw attention to important issues and direct decision makers to a solution.

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Functional Skills Requirement:

Business Administration:

Must be able to:

- Manage and supervise the projects/programs supporting the inclusive cities.
- Manage budgets and resources within the allocated resources and budgets.
- Coordinate the integration of programs in the inclusive cities' framework.

Technical Solution Development:

Must be able to:

- In a methodically and logical way address the cities needs through special projects that will generate the results stated in the SACN strategy.
- Use innovative technology solutions and/or designs.
- Assist with development of new initiatives.
- Driving the Sustainable and Resilient Cities project.
- Ensure the engagements from cities to buy-in to the new strategy.
- Drive the various initiatives in the Sustainable Cities programme.

Technical Support:

Must be able to:

- Understand the local government environment and the issues surrounding it in ensuring that the initiatives drive to make the SACN a relevant organisation.
- Be the point of contact for service providers working on the Sustainable Cities projects.
- Listen to symptom descriptions, analyse problems from stakeholders, responds effectively, and ensure that the programs are aligned with the stakeholders needs.
- Collaborate with research teams members to identify issues and resolve it.

Key Output Areas:

1. **Engagement report on the various initiatives and progress on the establishment of fora to discuss the various issues.**
2. **Attendance Register of participants to these fora.**
3. **Report on problems identified and obstacles in implementing the initiatives.**

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