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## VACANCY

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**JOB TITLE** : Programme Manager: Sustainable & Resilient Cities  
**LOCATION** : SACN (Braamfontein / Hybrid)  
**POSITION STATUS** : Contract (five years - renewable as per employment conditions)

### About the SA Cities Network

The South African Cities Network (SACN) was established in 2002 as a network of South African cities and partners that encourages the exchange of information, experience and best practices on urban development and city management. Working with South African cities and partners through research, knowledge sharing, peer learning and innovation, the SACN is at the forefront of efforts to achieve the urban futures vision outlined in the Integrated Urban Development Framework and the National Development Plan.

### Purpose

- 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.
- Promote shared-learning partnerships between different spheres of Government to support the management of South African cities.

### Vision:

- To promote high-performing and innovative cities that are well-governed, productive, inclusive, resilient, and sustainable.

### Mission:

- Building better cities by transforming policy and practice through knowledge co-creation,
- Learning and innovation, partnerships and convening of voices.

## OBJECTIVE OF RECRUITMENT

The SACN seeks to appoint a **Programme Manager for Sustainable & Resilient Cities who will report to the Executive Manager for Programmes**. The Sustainable Cities Programme is focused on 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 transition's governance, environmental, social, economic and financial implications.
- Enablement of cities to implement nature-based solutions to improve the quality of life and contribute to food security.
- Promote and champion water resilience by implementing processes 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.

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

### **Key Roles and Responsibilities:**

#### **Research Process Management:**

Must be able to:

- Identify and plan the research papers through co-creation with the cities.
- Keep up-to-date with developments and 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 project 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.
- Manage the Sustainable and Resilient Cities Programme and the various engagement structures, which include city practitioners and other stakeholders.

#### **Project Delivery Management:**

Must be able to:

- Ensure contract management with service providers where applicable.
- Ensure project reporting aligns with the organisational Monitoring and Evaluation protocols.

- Facilitate the scheduling of project activities so that the project can be successfully executed.
- Develop and ensure the project close/progress report is submitted to the Executive Manager Programmes.
- Resource the project successfully and engage with the cities on behalf of the SACN 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 relationships with cities to co-create the programmatic work plan for each participating city.
- Ensure stakeholder and partner relationship management across government, academia, NPOs and business.
- Support the organisation's fundraising initiatives in line with the Organisational and Fundraising Strategy of SACN.
- Support the collaborative work 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 mobilise the resources required for the new initiatives.

### **BEHAVIOURAL REQUIREMENTS**

- Project Management:
- Analytical Skill
- Facilitation
- Influencing
- Initiative
- Ethics & Integrity

### **MINIMUM REQUIREMENTS AND RELEVANT EXPERIENCE**

Grade 12 applicants must have completed a degree or equivalent qualification in the following disciplines:

- Master's degree or equivalent in Urban Development/Development Studies/Social Sciences/Sustainable Studies/ Futures Studies
- 5 Years' experience in public sector management or governance related to local government.
- 5 Years' experience in Project Management.
- Experience in multi-disciplinary environments and cross-working teams.

All applications should specify the position applied for, Application for **Programme Manager: Sustainable & Resilient Cities**, and must be emailed to [pmsrc@sacities.net](mailto:pmsrc@sacities.net). Submissions will be accepted only in non-editable PDF versions. If you have not received a response within four weeks of the closing date, please consider your application unsuccessful, as correspondence will be limited to shortlisted candidates only.

The application must include the following documentation:

- a) A concise curriculum vitae (CV) with contactable references
- b) Certified copies of qualifications and ID

**CLOSING DATE: 8 AUGUST 2024**

**NB: SACN is committed to achieving and maintaining diversity and equity in employment, especially regarding race, gender, and disability.**