



JOB TITLE	Programme Director	GRADE	Negotiable
POSITION CODE		OFO CODE	
DIVISION	Makhanda Circle of Unity	INCUMBENT	
SUPERVISOR/MANAGER	Chairperson, Makhanda Circle of Unity	JOB TYPE (ACADEMIC/SUPPORT)	Support
PERMANENT OR CONTRACT (IF CONTRACT – LENGTH OF CONTRACT)	Contract: 3 years subject to contract conditions	FULL-TIME OR PART-TIME (IF PART-TIME HOW MANY HOURS PER DAY)	Full-time
COUNCIL FUNDED POST OR OUTSIDE FUNDED	Outside	DATE APPROVED	20 February 2020 (SR)

MAIN JOB OBJECTIVE/S

The civil society of Makhanda and their various stakeholders have constituted a civil society forum for the purpose of mobilising collective energy, creativity and resources towards building a strong, vibrant and sustainable community. This forum is not intended to replace or be a substitute for the municipality that has the constitutional duty to provide basic services to the residents of Makana. It is a platform for the residents to play a positive and constructive role as engaged citizens who are committed to finding workable and sustainable solutions to the challenges that confront them in the space that share. Civil society has a critical and positive contribution to make to ensure a sustainable development of their community.

The role of the Project Manager will be to give leadership to, drive, coordinate and manage all the projects and activities of the forum aimed at the socio-economic upliftment and the positioning Makhanda as a tourism, creativity and educational hotspot in order to increase revenue and create job opportunities.

DESCRIPTION OF KEY RESPONSIBILITY AREAS	KEY PERFORMANCE INDICATORS
LEADERSHIP AND MANAGEMENT - HUMAN RESOURCE PLANNING AND FINANCIAL MANAGEMENT RESPONSIBILITIES (30%)	<ul style="list-style-type: none"> • Promote a conducive environment for communication, marketing and fundraising. • Develop appropriate instruments to monitor progress in the implementation of projects. • Facilitate and monitor progress in relation to the achievement of the goals and objectives of the forum. • Ensure that there are appropriate structures, processes and policies in place that support the operational plans. • Overall responsibility for management of budget including planning and control of expenses.

	<ul style="list-style-type: none"> • Timeous development of budgets. • Monitor effective utilization of funds allocated to the projects. • Establish and maintain collaborative partnerships with relevant stakeholders.
PROJECT MANAGEMENT AND ADMINISTRATIVE SKILLS (20%)	<ul style="list-style-type: none"> • Formulate and drive strategic and operational plans in accordance with the overall goals and outcomes of the project. • Effective project management including inter alia attaining milestones, alignment of project activities, adherence to timelines and schedules and reporting on deviances and proposed corrective actions to designated stakeholders. • Ensuring the establishment and maintenance of appropriate structures, systems and processes to drive and support projects. • Ensuring reports are written and submitted on time. • Sound Computer literacy: able to work with a word processor, spreadsheets, the internet/web browsing skills, a presentation package and electronic mail • Critical administrative skills include good organizational and planning skills, time management skills and able to manage multiple demands • Able to develop and drive the implementation of logical and effective administrative systems and processes
FUNDRAISING (20%)	<ul style="list-style-type: none"> • Within policies and parameters agreed by stakeholders, develop and drive a fundraising strategy for the projects with measurable and budgeted plans for achieving specific fundraising for projects and initiatives. • Set and monitor the achievement of fundraising targets. • Establish and maintain key relationships with identified potential funders (individual and corporate).
STAKEHOLDER MANAGEMENT AND HIGH LEVEL LIAISON (30%)	<ul style="list-style-type: none"> • Design and implement communication tools and platforms such as internet, intranet, publications, videos, exhibition material, forums, campaigns, etc. as part of the execution of the positioning and reputation enhancement strategy. • Develop, implement, and manage marketing strategies for each project, with measurable and budgeted plans for achieving specified targets.

	<ul style="list-style-type: none"> • Develop strategies to position Makana and Makhanda as a creative area/city, a centre of educational excellence with supporting activities that positively impact on critical Local Economic Development (LED) priorities such as creative arts, tourism, conferences, festivals, SME development and township and rural economies. • Develop relationships with stakeholders within both the private and government sectors with a view to bring NGO's together. • Design and implement effective marketing and branding tools and platforms to enhance market and reputation positioning.
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JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

At least a relevant Honours Degree in Commerce or Social Sciences but preferably an MBA or relevant Masters' degree with a least 4 years' relevant experience where such experience includes: -

- Previous experience working with NGO's, local government or the private sector
- A strong track record of managing complex projects
- Track record of successful people management
- A track record of successful fundraising and financial management.
- Track record of initiating and successfully managing change

COMPETENCIES, I.E. KNOWLEDGE, SKILLS AND ATTRIBUTES

The job incumbent is required to demonstrate the following competencies: -

LEADERSHIP AND MANAGEMENT SKILLS

- Proven leadership and management skills.
- Understanding of the social, political and economic environments in South Africa.
- Ability to think strategically, creatively and innovatively particularly as regards the provision of support services.
- High level of people management skills with a consultative and inclusive style, able to build consensus and commitment to new initiatives
- Strong stakeholder relationship management (in light of competing demands being made based on a particular constituency need, interest or expectation).
- Experience in seeing projects through the full life cycle.
- Change management skills.
- Ability to develop, articulate and implement strategic goals.
- Ability to schedule and allocate work amongst staff.
- Ability to motivate the staff and students and develop a positive and productive work climate
- Ability to develop the staff
- Ability to monitor the quality of work and take steps if the quality is problematic
- Ability to motivate for change amongst the members and get their commitment to changes proposed
- Sound policy development and implementation skills
- A strong track record of service delivery
- Sound numerical ability

PEOPLE AND COMMUNICATION SKILLS

- Ability to communicate effectively both verbally and in writing in English.
- Ability to communicate in other official languages is desirable and will be an advantage.
- Commitment to transparent management.
- Champions diversity: culturally aware and sensitive, fosters an attitude of appreciating diversity in others
- Actively seeks feedback, able to withstand criticism and use constructive criticism to improve

ADMINISTRATIVE SKILLS

- Sound Computer literacy: able to work with a word processor, spreadsheets, the internet/web browsing skills, a presentation package and electronic mail
- Critical administrative skills include good organizational and planning skills, time management skills and able to manage multiple demands
- Able to develop and drive the implementation of logical and effective administrative systems and processes

WORK BEHAVIOURS

- Personal credibility and an ability to engender respect and instill confidence in people at different levels
- High level of personal responsibility and corporate obligation with a results focus and a strong sense of accountability
- High level of professionalism
- Personal Flexibility: willing to consider alternative perspectives and ideas but with an ability to make difficult decisions independently
- Unquestionable personal integrity with a keen sense of fairness, able to balance the competing demands within work place.

SUBORDINATES

Yes

FUNCTIONAL RESPONSIBILITIES

PLANNING

(i) What is the longest (macro) period that the jobholder has to plan ahead?

1 to 2 years

(ii) Typically, how long are the micro phases/time periods that the macro planning is divided into?

6 to 12 months

ADDITIONAL INFORMATION

Signature of the line manager

Signature of the employee

Date _____

Date _____

FOR HR USE ONLY - TO BE COMPLETED BY HR	
RemChannel Code	1317
Note: Any changes made to the job profile (other than the name of the incumbent, the position code and OFO code) must be approved by the Director: HR or the Deputy Director: HR.	