



## NOTES

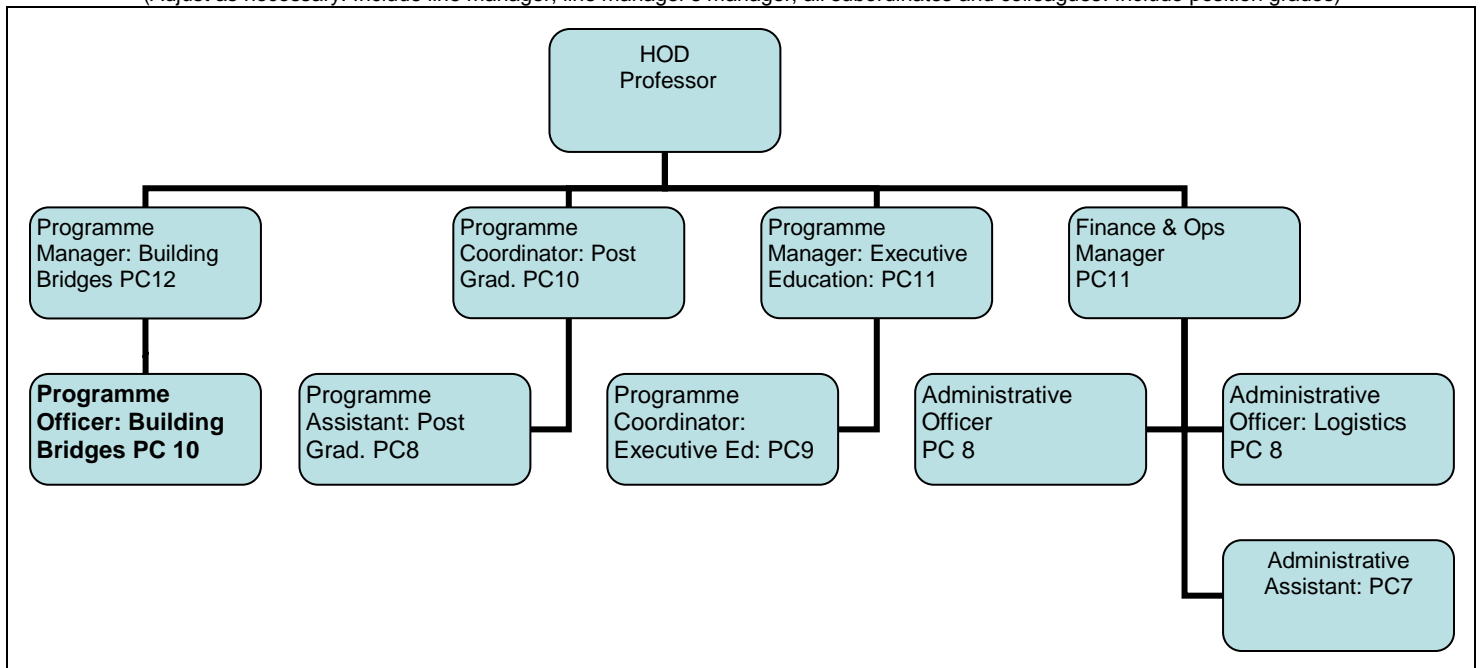
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Programme Officer: Building Bridges		
Job title (HR Practitioner to provide)			
Position grade (if known)	PC10	Date last graded (if known)	December 2017
Academic faculty / PASS department	Commerce Faculty		
Academic department / PASS unit	GSDPP		
Division / section	N/A		
Date of compilation	18 <sup>th</sup> May 2018		

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



## PURPOSE

The main purpose of this position is to provide support to the Building Bridges Programme Manager in the planning, execution, monitoring and reporting of all Building Bridges programme activities. This position will provide content input for the course training sessions as well as participation in course convening and development of the course programmes. This role also will support research and / or academic activities of the programme and business development/fund raising activities for the GSDPP. The Building Bridges programme provides professional leadership development training and convening for senior public officials, civil society leaders, business executives and those engaged in public policy in South Africa and other African countries. The School promotes the development of strategic public leadership, including a strong emphasis on accountability and trust in governance.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Emerging African Leaders Programme (EALP)	40%	<ol style="list-style-type: none"> <li>1. To plan, implement and manage the recruitment process for the future intake.</li> <li>2. To facilitate and lead on the EALP (Emerging African Leaders Programme) programme.</li> <li>3. To manage speaker and facilitator relations.</li> <li>4. To assist in the development of a methodology for a tracer study and to track alumni impact stories</li> <li>5. To continue to compile, manage and file participant evaluation reports.</li> <li>6. To develop an alumni profile database in conjunction with the new communications &amp; network manager</li> <li>7. To participate in the development of the course programme</li> <li>8. To participate in the recruitment and selection</li> </ol>	<ol style="list-style-type: none"> <li>1. Successful annual EAL programmes which target exceptional young African leaders.</li> <li>2. Effective alumni networks that promote knowledge sharing across countries and participation in regional meetings.</li> <li>3. To core facilitator with the programme manager and others speakers during the courses</li> <li>4. To contribute to young leaders' self-awareness, leadership styles and negotiation, collaboration skills.</li> <li>5. Impact stories of emerging African</li> <li>6. Evaluation reports compiled</li> <li>7. Course programme finalized and shared with relevant stakeholders</li> <li>8. Emerging leaders recruited</li> </ol>
2	LeAD Campus	20%	<ol style="list-style-type: none"> <li>1. To plan and implement the LeAD Campus Programme in March-April.</li> <li>2. To provide required additional support to the Programme Manager who is the lead facilitator of the LeAD Campus My Leadership module</li> </ol>	<ol style="list-style-type: none"> <li>1. Successful annual LeAD Campus programmes which target public and business executives from Francophone and Anglophone Africa.</li> <li>2. Detailed programme implementation reports that contribute to strategic planning with SciencesPo, ISM, CEFEB/AFD or any other partners collaborating with the school and the programme.</li> </ol>
3	Knowledge and Information Management	5%	<ol style="list-style-type: none"> <li>1. To coordinate and/ or support programme knowledge management, including data capture and analysis</li> <li>2. To update the Building Bridges contact database in cooperation with the new network manager.</li> <li>3. To cross-check nominators database.</li> <li>4. To manage a consolidated alumni database.</li> </ol>	<ol style="list-style-type: none"> <li>1. An efficient system of stakeholder management (alumni, speakers, experts, policymakers).</li> <li>2. Updated Building Bridges Contact database.</li> <li>3. Updated and consolidated alumni database for Emerging African Leaders, LeAD Campus plus all other short courses.</li> </ol>

4	Communications and Alumni Management	10%	<ol style="list-style-type: none"> <li>1. To provide content and input for the Building Bridges website</li> <li>2. To provide support in the development of Building Bridges reports.</li> <li>3. To manage communication with LPL alumni.</li> </ol>	<ol style="list-style-type: none"> <li>1. An up-to-date Building Bridges website.</li> <li>2. Content generation for website and programme reports.</li> <li>3. Regular contact with alumni to support the network.</li> </ol>
5	Fundraising	10%	<ol style="list-style-type: none"> <li>1. To provide technical support in the development of funding proposals.</li> <li>2. To scope new leads for donor support of the Building Bridges programme</li> <li>3. To provide broken down activities for budgeting purposes to support technical proposals.</li> </ol>	<ol style="list-style-type: none"> <li>1. An up-to-date Building Bridges website.</li> <li>2. Content generation for website and programme reports.</li> <li>3. Regular contact with alumni to support the network.</li> </ol>
6	Events Management	5%	<ol style="list-style-type: none"> <li>1. To manage and coordinate Building Bridges events related to any of the above.</li> </ol>	<ol style="list-style-type: none"> <li>1. Successful Building Bridges events which bring together different stakeholders with a commitment to public leadership.</li> </ol>
7	Academic Input and other responsibilities	10%	<ol style="list-style-type: none"> <li>1. To facilitate sessions during the M.Phil or Post Graduate programme and the Building Bridges programmes.</li> <li>2. To facilitate research amongst Building Bridges alumni.</li> <li>3. To contribute to research within the GSDPP.</li> <li>4. Any other duties assigned by supervisor or the GSDPP director</li> </ol>	<ol style="list-style-type: none"> <li>1. Successful M.Phil or other Post Graduate and Building Bridges sessions related to the themes of Leadership, Ethics and Governance.</li> <li>2. Case Study Roundtables with alumni to promote research capital within the GSDPP.</li> <li>3. Submission of journal articles and other academic pieces to contribute to research capital within the GSDPP.</li> </ol>

### MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> <li>Master's degree or equivalent in a related field; e.g. public policy, development studies</li> </ul>			
Minimum experience (type and years)	<ul style="list-style-type: none"> <li>5 years minimum experience in project management or programme management support, programme administration and logistical support;</li> <li>Experience in database management (data capture, analysis and management); communications management (website management, communication tools development and distribution; social media) is a must;</li> <li>Keen interest in Africa, public policy and development issues and willingness to expand knowledge and skills in this area</li> </ul>			
Skills	<ul style="list-style-type: none"> <li>Strong communication skills: verbal and written</li> <li>Project management skills</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>Donor liaison, proposal development, research, fundraising, public policy and developmental issues</li> </ul>			
Professional registration or license requirements	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> <li>Experience in social media (skills in online document collaboration and web skills would be an advantage)</li> <li>Experience in fundraising or proposal development activities, or in online education, is an advantage</li> <li>Experience working in a multi-cultural context with diplomatic skills is an advantage</li> <li>Flexibility and ability to work under pressure</li> <li>Very strong interpersonal skills:                             <ul style="list-style-type: none"> <li>Proven ability to build and maintain positive working relationships</li> <li>"Self-starter" with appetite for work and learning</li> <li>Absolute reliability</li> </ul> </li> </ul>			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Information Management	2	Building Partnerships	2
	Adaptability and flexibility	2	Resource Management	2
	Diplomacy/ Interpersonal Skills	2	Research	2
	Meeting facilitation/ Leadership/ Participation Skills	2	Analytical Thinking and Problem solving	2

### SCOPE OF RESPONSIBILITY

Functions responsible for	Emerging African Leaders Programme, LeAD Campus and all Short Course Programmes, Knowledge and information management, Partnership management and support, Communications and Alumni Management, Fundraising, Events management and Academic inputs and other programme management support activities.
Amount and kind of supervision received	Minimum supervision and overall strategic decisions should be referred to the Programme Manager and the Director of the School.
Amount and kind of supervision exercised	Minimum but would supervise an administrative assistant at this level
Decisions which can be made	All programme support decisions
Decisions which must be referred	Overall programme strategic decisions or contractual decisions should be referred to senior management with the school.

### CONTACTS AND RELATIONSHIPS

Internal to UCT	IAPO, Programme Managers, Finance & Operations, Executive Education Programme staff, Post Graduate staff,
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