



## **PROGRAMME OFFICER: BUILDING BRIDGES** (Payclass 10)

### **The Nelson Mandela School of Public Governance** **Faculty of Commerce**

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Applications are invited for the position of Programme Officer of the Building Bridges Programme at The Nelson Mandela School of Public Governance, for a permanent contract. The Programme Officer will work closely with the Programme Manager: Building Bridges and be actively involved in all aspects of the Mandela School, courses and events delivered through the programme, with a strong strategic and project management component to the role. This is a varied and responsible position in a growing School, which runs a Post Graduate Programme, an Executive Education Programme, a Building Bridges Programme and Research Programmes. The Building Bridges Programme is a leadership development platform that fosters networks of collaboration around key policy issues which affect the African continent and includes managing a network of emerging leaders across Africa, executive training and convening high level dialogues between researchers and practitioners.

#### **Minimum requirements:**

- Master's degree or equivalent in a related field (e.g. Public Policy, Development Studies, African Politics, Public Leadership, etc).
- 5 years' relevant and demonstrable work experience in the following:
  - Initiating and running Leadership Development Programmes;
  - Working with multiple stakeholders and senior executives in a multi-cultural and diplomatic context.
  - Designing, convening and facilitating research seminars;
  - Managing and administering projects;
  - Managing and maintaining the database of key stakeholders (including alumni engagement);
  - Administering course evaluations and writing reports;
  - Liaising with the media (including social media);
  - Participating actively in African leadership forums;
  - Convening and facilitating programme activities;
  - Participating in programme management and strategic support;
  - Active participation in African youth leadership networks;
  - Working with development partners including fund raising and proposal writing;
  - Developing Programme budgets, plans, and monitoring implementation.
- Very strong communications skills – verbal and written.
- Very strong interpersonal skills:
  - Proven ability to build and maintain positive working relationships;
  - "Self-starter" with appetite for work and learning;
  - Absolute reliability and discretion.
- Knowledge and experience of leadership development issues across the African continent.
- Broad knowledge of the African development context.

#### **Advantageous:**

- Experience in qualitative and quantitative research methodologies
- Proficiency in another international language

#### **Responsibilities:**

To work closely with the Programme Manager: Building Bridges on a range of tasks, including the following:

- Initiate and manage residential leadership development programmes
- Manage key stakeholders and participants for future meetings of the Building Bridges programme
- Manage report writing for the Building Bridges activities for the School's website and support social media strategy
- Manage and support programme planning, short course facilitation, delivery and monitoring
- Oversee the day to day project management and administration tasks, including tracking expenditure against budget
- Initiate and oversee the preparation of progress reports for donors and partners
- Manage and coordinate programme knowledge management, including data capture and analysis
- Liaise with administrative staff on programme logistics
- Take a lead in the drafting of project and programme budgets for the Building Bridges programme
- Participate in the work of the department as required (including facilitation of events, meetings and strategic functions)
- Represent the programme and the department at local and international forums or programmes

The current annual cost of employment, including benefits, is between **R 443,134** and **R 521,333**.

**To apply**, please e-mail the documents listed below in a **single pdf file** to Ms Abigail Dixon at [recruitment03@uct.ac.za](mailto:recruitment03@uct.ac.za):

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>),

- Letter of motivation, and
- Curriculum Vitae (CV) with at least 3 contactable referees

An application which does not comply with the above requirements will be regarded as incomplete and will be disqualified. Only short-listed candidates will be contacted, and they will be required to do a competency assessment as part of the selection process.

**Telephone:** 021 650 1673

**Website:** <http://www.commerce.uct.ac.za/>

**Reference number:** E18407

**Closing date:** 03 February 2019

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UCT reserves the right not to appoint.