



DIRECTOR: IOI-SA

Job Title:	Director
Location:	Center for Biodiversity Conservation, Kirstenbosch Rhodes Drive, Newlands, Cape Town, South Africa
Reporting Lines:	This position reports to the IOI-SA Management Committee
Supervises the following positions:	Programme manager, intern, and various consultants and contract/temporary personnel

IOI-SA Background

The IOI-SA is a registered non-profit organisation based in Cape Town, South Africa, forming part of the global network of the International Ocean Institute (IOI), which is headquartered in Malta. The IOI-SA has been active across Africa, providing technical and project support, especially focused on capacity development, for a range of fields related to ocean governance and management. The institute works directly with communities, management authorities, regional and international bodies, providing technical assistance in policy and strategy development and implementation, in support of a common vision for healthy and sustainable relationships with ocean and coastal areas. The IOI-SA coordinates training initiatives for the African Region (which includes offices at IOI-Kenya, IOI-Egypt & IOI-Nigeria), and is based at the Kirstenbosch National Botanical Gardens in Cape Town, South Africa, as a partner institution of the South African National Biodiversity Institute (SANBI).

The IOI-SA comprises a small full-time staff complement (currently the Director and a Programme Coordinator) as well as a network of Associates. The expertise of these Associates is available for IOI-SA projects on a contractual basis. IOI-SA on occasion also hires interns and other consultants on a temporary basis.

Director Position

The core function of this position is to provide strong leadership and accountable management of IOI-SA in advancing its programmes of work and strategic goals, as aligned with the global mission of the IOI and context-specific ideals for the African continent.

The Director reports to the IOI-SA Management Committee and is the key liaison person between the Management Committee, staff, IOI-HQ and various projects and relevant stakeholders. This role is responsible for overseeing all financial, human resources and operational aspects of IOI-SA, ensuring the organisation's smooth functioning and developing ongoing and future financial security for the organisation through its projects, initiatives, new partnerships, etc.

Nature of Position

This is a full-time renewable contract position based at IOI-SA's office (some allowance to be made for remote work, given the current Covid-19 pandemic restrictions). This contract is renewable based on the available funding. There may be extensive travel required (post-pandemic), both local and international, and therefore flexibility to adapt (e.g. after hours and weekend) and work non-standard hours will therefore be important. There will be an

initial six (6) month probationary period for the Management Committee to consider progress and ongoing suitability of the candidate.

The IOI-SA depends on a project model for financial sustainability (i.e. no core funding). The Director is responsible for income-generation, scoping of projects, engagements with funders for project development and implementation, and oversight of fiscal responsibilities. It is therefore important that the Director has strong strategic and planning skills to develop a future vision for the institute and take the necessary steps to achieve it while anticipating possible challenges along the way.

Key roles and responsibilities

Key roles & responsibilities associated with this position are described below, and will form the basis for performance evaluations.

- Oversee general office & personnel (including both administrative & project staff)
- Oversight of all contractual obligations by IOI-SA
- Develop, implement and refine the IOI-SA mission and goals as appropriate, in consultation and collaboration with the IOI-SA Management Committee and IOI-HQ
- Appropriate networking to develop and maintain strategic relationships with partners in accordance with the general goals of IOI-SA
- Raise funds, including new project development, to support the IOI-SA mission, programmes and initiatives
- Ensure effective and functional linkages and relationships with the IOI network (Associates and key partnerships)
- Foster greater awareness of IOI-SA and its programmes within the region
- Represent IOI-SA at national, regional and international levels, including within the IOI network and with partner organisations
- Serve the interests of the IOI-SA Constitution and serve on the Management Committee.
- Negotiate and revise personnel contracts as and when necessary and required by the Management Committee (and for the Committee's approval)
- Maintain conduct, communications and working ethic consistent with the needs and best interests of IOI-SA

Skills and Experience Required

The potential candidate must have the following knowledge, skills and/or abilities:

- **Education and/or Experience:** As a minimum, a postgraduate degree in a relevant field is required. The Director needs to have minimum of ten (10) years relevant operational management experience (at least five (5) of which should have been in a senior/leadership position), and extensive project leadership with in-depth knowledge of marine and/or coastal projects. Applicants need sound financial management skills and at least five (5) years previous financial management experience relating to the NGO sector or related sectors, also strong organisational skills, excellent communication skills, and ability to multitask.
- **Management:** The Director should have strong skills in NGO/consultancy/relevant management (including project management, administration) with a sound ability to coordinate and oversee the administrative body of the organisation including human resources, information technology, finances, programme development, and programme quality management, including monitoring and evaluation,

- **Fundraising skills:** Experience in successful fundraising, with related capabilities and skills, such as project- and proposal development, reporting, and opportunity-seeking.
- **Language Skills:** Competency in written and spoken English is essential.
- **Financial management skills:** High levels of proficiency in financial management and/or accounting skills required.
- **Computer and technology skills:** Strong computer literacy skills are required with a thorough knowledge of Microsoft Office, virtual and internet-related software.
- **Communication:** The Director must oversee communication throughout the organisation, conduct staff meetings and planning workshops, interact respectfully, competently and appropriately with the broad range of stakeholders (locally and abroad), make presentations and represent IOI-SA at local, regional and international meetings, workshops and related events. Crucial components of this position are the ability to communicate strategy, purpose and direction of the organisation, work well independently and build a team-work ethos amongst the staff, project consultants and implementers, in order to effectively coordinate and manage the staff and activities of the organisation.
- **Planning:** The ability to work with the Management Committee to plan the activities, strategy and development of the organisation; to work independently but with high levels of accountability and transparency; plan their own and other personnel's work; meet deadlines; plan, organise and conduct meetings; liaise with external organisations in planning partnered work; implement projects and manage the development of organisational programme planning.

Desired Competencies

- **Strategic Thinking**
 - Demonstrates strong problem-solving skills on strategic issues
 - Finds innovative and creative means to address challenges
- **Results Focused**
 - Possesses a results orientation, with a focus on quality
 - Holds himself/herself and others accountable
- **People and Team Leadership**
 - Coaches, mentors and develops talent
 - Brings out the best in personnel, consultants (contract staff) and partnerships
- **Collaboration**
 - Effectively builds and maintains relationships with external constituencies, including local and regional stakeholders, and international partners
 - Communicates effectively within a multi-cultural and international/regional environment

INTERESTED APPLICANTS SHOULD SEND CV AND COVERING LETTER TO:

For the attention of: IOI-SA Management Committee

Email address: c/o mancom@ioisa.org

Deadline for applications: 01 December 2020

Proposed starting date: February 2021