



PROGRAMME MANAGER

Job Title:	Programme Manager
Location:	Centre for Biodiversity Conservation, Kirstenbosch Rhodes Drive, Newlands, Cape Town, South Africa
Reporting lines:	This position reports to the Director: IOI-SA

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 organisation 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).

Programme Manager position: IOI-SA

The core function of this position is to support the Director in managing and delivering on IOI-SA programmes and projects. The Programme Manager plays a key role in organising, co-ordinating and anchoring training programmes, providing technical contributions to projects and training programmes, interfacing with partner institutions and stakeholders, and managing the administration of IOI-SA.

Nature of the position

This is a full time renewable contract position, based at the IOI-SA offices, with some allowance for limited arrangements of working from home. The contract is renewable based on availability of funding. There may be extensive travel required, both local and international, and therefore flexibility to work non-standard hours would be important. There will be an initial 6 month probationary period, for the Director to consider progress and ongoing suitability of the candidate.

Key roles & responsibilities associated with this position are described below.

- **Organisation and management of training programmes**, including playing an ongoing role as Course Coordinator for the African Ocean Governance Training Programme, and other training programmes. This role includes, but is not limited to the following:
 - Work with the Director to develop the conceptual direction, approach, training schedule, field trips and other opportunities for the IOI-SA courses.
 - Interface with partner institutions and stakeholders in organising courses.
 - Manage the course application process, including working with the Director to select participants.
 - Plan and co-ordinate arrangements with applicants, specialists and partners.
 - Manage course logistics and activities on a daily basis.
 - Liaise with and provide assistance to the course participants as needed.
 - Consolidate course-related information and data into reports.
- **Project Development and Management:**
 - Manage IOI-SA programmatic work streams, including assisting the Director with oversight, administrative arrangements and technical input to IOI-SA projects.
 - Take the lead role as project manager for any relevant projects, as may be agreed with the Director.
 - Provide project staff oversight as needed, and in coordination with the Director.
 - Provide technical contributions and input to project activities, deliverables and output as necessary.
 - Seek out and develop new projects, in cooperation with the Director.
- **Administration:**
 - General office management for IOI-SA.
 - Maintain administrative relations with SANBI, including on office arrangements, including booking of meeting and conference rooms.
 - Maintain a register of IOI-SA assets (e.g. furniture, computers etc.)
 - Assist the Director with administrative tasks as needed (e.g. processing invoices)
- **Website and communications:** Management of online presence and communications, including website, social media (e.g. Facebook, Twitter, etc.)
- **Represent the IOI-SA** as needed at relevant conferences, meetings, and project related events, including giving presentations, and assisting the Director with the development of partnerships
- **Maintain conduct, communications and working ethic** consistent with the needs and best interests of IOI-SA, its associates and partners.



Qualifications and experience required

- **Education and experience:** As a minimum, a degree in a relevant field, and a post graduate degree would be an advantage. The Programme Manager needs to have a minimum of 5 years of experience in a project management role, preferably within the context of coastal and ocean governance.
- **Project planning and management skills** and at least 5 years of experience in project planning, management and implementation.
- **Language skills:** competency in spoken and written English. Competency in other languages would be an advantage.
- **Communication:** The Program Manager will manage the IOI-SA website and social media, and will communicate with a range of stakeholders, both nationally and internationally. Therefore, strong communication skills are essential, including experience in managing the media image of the organisation.
- **Financial management skills:** basic knowledge of financial management.
- **Computer and technology skills:** Strong computer literacy skills are required with a thorough knowledge of MS Office, virtual and internet related software.

Remuneration will be between R25 000 and R35 000 per month, depending on experience.

Applications to be submitted to: Director IOI-SA: jbeaumont@ioisa.org

Closing date: 15 December 2022.

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