

**GLOBALBUSINESS ROUNDTABLE (NPC) – MULTI-SECTOR PROGRAMME DIRECTOR**

PURPOSE OF THE POSITION:

Reporting to the Global Executive Director (GED), the purpose of the position is to provide Program Design and Managerial Support for GBR’s eight (8) mountains or sectors of activities. The Multi-Sector Program Director will provide overall managerial support (Design, planning, implementation, supervision, monitoring, reporting, and evaluation) of GBR project areas assigned to her/him in the initial 15-regional offices. S/he will provide technical, administrative, financial, and human resource management oversight in accordance with GBR global policy requirements and organisational culture. S/he will ensure effective and efficient implementation of the projects including ensuring visibility, delivery & outcomes, whilst maintaining effective communication with all stakeholders. The position will also provide liaison and coordination with GBR’s sister organisation The Global Fund for Jesus (GFFJ) and the parent organisation Sakhumnotho Group Holdings (Pty) Limited its Foundations as well as other partner organisations and Country Chapters.

This position requires an individual with strong Christian commitment at an individual level as well at a professional level. The position entails exemplary Christian morals, ethics and values both at a personal and professional level, together with a strong philanthropic and “mission-driven” purpose in life. The position will be based in Johannesburg, Republic of South Africa with travel to the 15-regional country office (10%). International candidates are encouraged to apply.

KEY RESPONSIBILITIES:

Fundraising and Investor Engagement:

* Play a key role in the Portal Development, Learning, Media & Communications, Leadership and Technology Platform designs and produce quality award winning proposals that delivers requisite funding to the GBR Global Office.
* Participation in key decision making on investor mapping, identification, appraisal and making the intervention decision and formulating the intervention strategy for engagement together with the Global Executive Director.
* Initiate and manage needs assessment and surveys aimed at determining existing Projects and other community needs.
* Work closely with the Global Programme Development Team to build presence and sustain the GBR Regional Offices throughout the delivery of the 8-sector portfolios.
* Increase the activities of the Regional Offices and actively engage and support the Regional Directors for any upcoming opportunities.

Regional Engagement and Partnership Management:

* Identify and recruit Regional Directors, provide on-boarding and relevant sensitisation to the mission, vision and mandate of GBR to deliver the sectoral objectives in their countries.
* Identify and carry out due diligence and capacity assessment on potential partners who can work with GBR to deliver on its mandate.
* Manage individual Regional Directors expectations and ensure they deliver as per the engagement terms of reference.
* Manage any conflicts arising from the Regional Offices and ensure timely delivery of objectives.
* Develop and review activities, agreement and sub-agreement contractual obligations and ensure close follow up to deliver as agreed.
* Review the performance of strategic partner organisations and members and recommend their viability for partnership engagement.
* Engage the government departments and line ministries, corporate entities, international organisations and business communities to rally them behind the support of GBR programs and projects and seek relevant approvals.

Establish, Implement and Report on the Programs:

* Set-up projects as per the design detailed in proposal documentation (narrative, log frame, budget, PMP) and the partnership with GFFJ, investors, business communities and funders through close collaboration with implementing partners, relevant government line ministries, and other stakeholders.
* Be directly accountable and responsible for the delivery of projects ensuring quality assurance in conformity with GBR’s technical approaches, models, and project management standards. This includes development of Standard Operating Procedures.
* Develop Policies & Procedures, Standard Operating (SOPs) and technical approaches to ensure standardisation of approaches and models in delivery.
* Management of projects as well as manging the external partners and ensure they deliver appropriately.
* In collaboration with other Shared Services Departments such as Administration, Human Resources, Finance, Information Technology, Compliance, Legal and Global Events, develop project performance tracking tools (work plans, PMPs, expenditure plans, procurement plans etc) and oversee the approval and utilisation of these tracking tools to ensure effective and efficient delivery of projects in the Global Office.
* Provide timely scheduled and reporting on implementation progress to the Global Executive Director and Senior Leadership Team (SLT) and other stakeholders including the Board of Advisors and the Group Management Committee (MANCOM) as required.
* Lead continual development and embedding of learning culture throughout the Regional Offices; ensuring lessons learnt are proactively used in the designing of intervention strategies, projects and iteratively use these to influence implementation of ongoing projects.
* Participate in relevant coordination meetings and cluster forums for regional representation and partnership initiatives.
* Offer Managerial support for Multi-Sector Projects in Regional Offices together with GFFJ through collaborative efforts and partnerships.
* Manage the programs and projects as the focal point for Sectorial Managers covering:
  + Business, Economy & Finance
  + Science & Technology
  + Media & Communications
  + Intellectual Development
  + Family & Society
  + Politics, Leadership & Governance
  + Spiritual Development, and,
  + Sports, Arts & Cultural

This will be accomplished through Monitoring & Evaluation thus ensuring adequate follow up with Regional Directors and Country Managers.

Management and other Responsibilities:

* Identify vacancies and support talent acquisition initiatives to fill the vacancies ensuring adequate resourcing for each position before advertising it (this entails developing and reviewing role profiles/job descriptions, reviewing and aligning payroll bands, advertising vacant positions, managing the interviewing processes, making appointments, overseeing orientation and probation periods).
* Develop Performance Agreements (PAs) with clear and measurable Key Performance Measures (KPMs) and regularly review staff performance in line with GBR policies and agreed upon Country Managers & Program Managers weekly/monthly work plans.
* Oversee staff retention and capacity development in the multiple sectors.
* Ensure adequate allocation of funds for remuneration of relevant staff salaries in new proposals.
* Review project staffing structure for each global location to improve performance, accountability, and delivery.
* Manage staff exit processes in a way that reduces liability on GBR and the Group.

KNOWLEDGE, SKILLS AND ABILITIES:

Qualifications:

* Undergraduate degree in Business, Education, Human Resources, Management, Psychology, or in any other appropriate area of study.
* Post-Graduate degree or diploma in Social Sciences, Law, International Development, Technology & Communications, Marketing or Media.
* Certificates in Education, Child Protection, Gender and Development, Community Development or Theology.

Preferred Skills, Knowledge and Experience:

* Over five years’ experience in any of the aforementioned areas.
* Experience in fund-raising and as a project manager is highly desirable.
* Three years’ experience in the delivery and management of complex multi-sectorial programs/projects.
* Working in a Christian faith-based developmental organisation will be an added advantage.
* Experience of managing collaborative programs, consortiums or private-public-partnerships.
* Experience working in a cross-cultural environment.
* Working in complex humanitarian settings and conflict zones.
* Expert level understanding of MS Excel, MS Word and other Microsoft applications.
* Fluency in the English language and at least one other international language (Arabic, French, Mandarin, Portuguese, Russian, Spanish and Kiswahili).

Work Environment/Travel:

* The position requires ability and willingness to travel domestically, regionally and internationally up to 10% of the time.

Remuneration: A competitive and market-related package will be offered based upon qualifications and experience.