

Surplus People Project (SPP) Employment Opportunity

PROGRAMME MANAGER (Vredendal, Western Cape)

Established in 1980, Surplus People Project (SPP) is an independent non-governmental organisation (NGO) that stands in solidarity with activists and social movements in struggles for land, food and climate justice. With agrarian transformation as the overarching vision, SPP believes that systemic change can only be realised through social mobilisation and movements that advance alternatives such as agroecology and food sovereignty from below. The organisation's geographic area of operation is the Northern and Western Cape Provinces.

SPP seeks to appoint a **Programme Manager, based in Vredendal (Western Cape)**

Start Date: 1 April 2021 (or as soon as possible)

Deadline for Applications: 10 February 2021

Reporting to the CEO, the Programme Manager will **provide leadership and management** in the **Vredendal office** (including to the team of staff) and will ensure the **effective and efficient implementation of the organisation's strategic/operational plans in her/his specific area of responsibility**. As a member of the Management Committee (Mancom), she/he will contribute to the overall management of the organisation.

MAIN RESPONSIBILITIES

- Lead and manage the team of staff in the Vredendal Office
- Ensure effective and efficient office administration and the implementation of agreed upon plans (strategic, operational etc.), in compliance with SPP's Policies and Procedures
- Lead Team Planning (and implementation)
- Lead Monitoring, Evaluation, Accountability & Learning (MEAL) in her/his team and area of operation
- Report writing

MINIMUM REQUIREMENTS

- A relevant, completed tertiary qualification and at least five years' experience in a comparable position, ideally within the NGO/civil society sector
- Proven ability to lead and manage (e.g. people, projects, admin etc.)
- Able to speak, read and write in English
- Strong written, verbal and interpersonal communication skills
- Able to collate and consolidate information and write reports
- Able to adhere to deadlines
- Experience in project development and implementation, including monitoring and evaluation
- Experience in or an understanding of organisational operations at all levels, e.g. administration, programme implementation, finance etc.
- Able to engage people at different levels, e.g. community activists, government officials and business
- Computer competency, primarily in MS Office (Word, Excel, Outlook and PowerPoint) and Internet
- Able to do frequent out of town travel
- Valid unendorsed driver's licence

PREFERRED EXPERIENCE OR ABILITIES (Not required but advantageous)

- Able to converse in Afrikaans and/or another South African Language (other than English)
- Experience in land/agrarian reform and/or food justice and/or climate change
- Experience with relevant policies and legislation
- Experience in gender work
- Campaigns and advocacy experience

NB: SPP is committed to employment equity and all appointments are made in accordance with the Employment Equity Act and SPP's internal policies.