

## **Programme Manager – Informal Economy Support Programme (IESP) in eThekweni**

Project Preparation Trust of KZN (PPT) seeks a dynamic, experienced and results-orientated Programme Manager for its Informal Economy Support Programme (IESP) in eThekweni. The IESP supports selected, high potential micro and informal enterprises (MIEs) in order to stimulate business growth and job creation. The successful incumbent will have excellent management and team-work abilities and be able to work effectively with diverse stakeholders. The IESP, which is co-funded by the Jobs Fund, eThekweni and the DSBD, is now in its second, up-scaled phase following a successful pilot phase. The second phase is well established, having commenced in April 2018. Two years of the current phase remain. The position is Durban-based and is for the remaining two-year period with the possibility of a further position subject to performance and funding availability. A probationary period will apply. Please refer to [www.pptrust.org.za](http://www.pptrust.org.za) for more information about PPT's work, and in particular to the dedicated programme page pertaining to the IESP: <http://www.pptrust.org.za/programmes-and-projects/ethekwini-micro-enterprise-support/>.

### **Responsibilities:**

- Manage IESP project team to ensure efficiency and effectiveness (in-house and outsourced panel of specialists) and where necessary recruit/procure new personnel.
- Ensure that viable, high-potential MIEs are selected.
- Ensure that effective business development support is provided to MIEs within a pre-defined cost and scope envelope per enterprise which is directly linked to a job creation target.
- Ensure IESP outcomes are achieved including those pertaining to job creation (the target is 1,000 new permanent jobs over three year project period).
- Work effectively with diverse government and business stakeholders.
- Provide high quality reports.
- Manage programme budget and prevent cost overruns.
- Undertake or assist with monitoring and evaluation.
- Develop or assist with funding proposals.

### **Requirements (skills & experience):**

#### Essential:

- Experience in managing similar developmental programmes, including managing funding and personnel against a project plan to achieve contractual outcomes.
- Excellent team management skills – ability to build and motivate a winning project team.
- Understanding of MIEs and how to grow them effectively (typically within the environment of the informal economy) including via sectoral collaboration/interventions.
- Ability to work with diverse stakeholders (MIEs, eThekweni, DSBD, established business, NGOs etc.).
- Self-motivated, self-managing and results-orientated.
- Understanding of the developmental environment, conditions and stakeholders in eThekweni Municipality.
- Good report writing skills and numeracy.
- Budget management and cost control in Excel.
- Computer literacy.
- Strong analytical and strategic skills.
- Excellent communication and people skills.
- Strong skills in planning, organising and team-work.
- Ability to develop new opportunities, strategic relationships and secure funding.
- A relevant tertiary qualification (e.g. business, development economics etc.)
- Valid S.A. driver's licence and own car.

#### Strongly preferred:

- Zulu-speaking.
- Previous developmental experience in eThekweni and existing local networks.
- Durban-based.
- Ability to develop promotional materials including use of social media.
- Experience with monitoring and evaluation.
- Relevant post graduate qualification.
- More than ten years' relevant work experience.

**Position:** A position of approximately two years commencing either June or July, with the potential for a further position subject to performance review and funding availability. Remuneration is R500,000 per annum (total cost to company) plus a maximum annual performance bonus of R50,000.

**How to apply:** Please email a cover letter, CV with contactable referees, and copies of educational qualifications to [info@pptrust.co.za](mailto:info@pptrust.co.za) by close of business on 14<sup>th</sup> May 2019. Only short-listed candidates will be contacted. If you are not contacted within 6 weeks of the closing date, please regard your application as unsuccessful. PPT reserves the right not to appoint anyone to this position.