

Mzimvubu Municipal Support Manager

Matatiele, Eastern Cape

In the roll-out of projects under uMzimvubu Catchment Partnership Programme, Conservation South Africa currently has a vacancy for a Mzimvubu Municipal Support Manager. The Municipal Support Manager will support the implementation of strategies to develop conservation as a tool for achieving South Africa's socio-economic and environmental goals, as well as certain conservation outcomes as outlined in the CSA 5-year strategy. Specifically, the Municipal Support Manager will be responsible for annual deliverables related to the key performance indicators, outlined in this advertisement. This is a 12 month contract position.

The Key Performance Indicators of this position will be to:

- Assist the Landscape Manager in guiding the strategic direction of the landscape office regarding municipal support for CSA in the Mzimvubu Landscape;
- Develop and implement a municipal engagement strategy that supports CSA Landscape Outcomes, and optimises CSA rangeland restoration, climate change strategy, and proposed WASH projects;
- Identify and develop strategic opportunities for enhancing the delivery of other project goals;
- Facilitate improved internal communications to ensure the municipal engagement projects are coordinated in their delivery of the landscape outcomes as well as aligned with the broader strategy and relevant technical units of CSA;
- Represent CSA interests at all relevant municipal and provincial meetings within the Mzimvubu Catchment (specifically the Alfred Nzo District and Local Municipalities and the OR Tambo Municipality).
- Manage the Green Economic Development project officer and oversee the project budget and deliverables.
- Manage and implement all climate change mainstreaming processes including policy alignment within Mzimvubu landscape in partnership ANDM and local municipalities.
- Support Landscape Director in external communications and meetings to represent CSA work/policy positions at agreed meetings and in written contributions to CSA communications on the Municipal Support work;
- Manage the performance of Municipal Support unit staff, and ensure appropriate development and mentorship opportunities are put in place;
- Manage the proper functioning of all Mzimvubu Municipal Support projects in line with set organisational policies, procedures and delegated authority;
- Assist the Landscape Manager to manage budget development, monitoring, and reporting for all Municipal Support projects.
- Support project development fundraising by the Landscape Manager, CSA Senior managers and the CEO;
- Develop and implement plans to ensure that the CSA projects area appropriately reflective on diversity in terms of culture, race and gender according to organisational policies.

Education, experience and skills required - critical to successful job performance:

- Relevant Tertiary Qualification (Min NQF Level 6)
- A minimum of 5 years management experience, preferably in a conservation and small business development

- A minimum of 2 years' experience in environmental management and climate change adaptation issues preferably including engagement or experience working with government on these issues
- Demonstrated ability to work as a generalist across policy and practice
- Demonstrated interest/knowledge of municipal water service delivery frameworks, IDP processes, and climate change
- Demonstrated ability to manage a team to deliver tangible outcomes
- Excellent written and spoken communication skills
- Experience working with donor funding structures desired but not required
- Proficient in English and conversational in at least one other South African national language
- Excellent interpersonal and negotiation skills
- Experience in the use of Microsoft Office and other common office software packages
- Valid Code 08 driver's license (essential)
- Good communication skills

Preferred:

- Fluency and excellent writing skills in English.
- Project Management experience
- Experience in fundraising and the management of institutional partnership is an advantage

Application Process and Disclaimer:

- This position is full time and based in Matatiele. Salary package will be commensurate with experience.
- Please submit your abbreviated CV (no longer than 3 pages) with contact details of three referees with a cover letter by **30 August 2016** to: csa-jobs@conservation.org. using the reference **EC/MMSM**
- CSA will communicate with shortlisted candidates only. If you do not receive feedback from us within 14 days of the closing date, please consider your application unsuccessful.
- CSA reserves the right not to fill this position.