

## Job Opportunities

### About Mpumalanga Green Cluster Agency (MGCA)

The Mpumalanga Green Cluster Agency employs the triple helix cluster model with representation from Government, Industry, and Academia as part of its design setup. The cluster works at the interface between business, government, and academia in order to identify and remove barriers to economically viable green economy catalysing its uptake to enable the region and its citizens to prosper.

MGCA is a non-profit organisation that works to advance a sustainable and inclusive green economy and create shared value in the Mpumalanga province. We work both at the micro and macro level supporting green-tech SMEs build their businesses, enabling bigger businesses to improve their environmental footprint, and assisting the provincial government to create the right environment for a more resilient green economy. Ultimately, we are helping to facilitate more investment, ecosystem building and stimulate job creation into Mpumalanga's green economy. The MGCA is a member of the International Cleantech Network, a body with 20 Clusters from 4 continents

### The Position:

The MGCA has the following job opportunity available in Mpumalanga:

#### Manager: Administration

#### General Requirements:

- Must be willing to multi-task across projects where required;
- Excellent administrative and organisational skills;
- Must be committed to professional development;
- Must be confident and willing to communicate with internal and external parties in various organisations and levels;
- Must have Excellent communications skills (report writing, facilitation and presentation)
- Ability to work under pressure and meet deadlines;
- Ability to liaise with people at all levels, internally and externally;
- Ability to speak, read and write in English;
- Good time management skills – deliver high quality outputs on time;
- Excellent work ethic, organisational skills and time management
- Determined and creative in the face of difficulties.
- Self-starter and able to work independently, with some guidance and support

Remuneration: Market Related

**Manager: Administration**

OBJECTIVES	Key Performance Indicators
<b>Office Management</b>	<ul style="list-style-type: none"> <li>● Organize and oversee all office operations; procurement of supplies; establish the MGCA operational system; and oversee all office systems and equipment.</li> <li>● Ensuring sound employee relations and engagement by creating an open communication platform to create teamwork culture and enabling employees to express their views and drive accountability;</li> <li>● Manage all front office and clerical tasks; supervise and assign tasks to full and part-time office assistants.</li> <li>● Coordinate HR functions including recruitment, onboarding, payroll, benefits and personnel record management.</li> <li>● Complete daily, weekly and monthly finance support activities including account payables and receivables, and cash management; assist with program and grant budget monitoring.</li> <li>● Develop and maintain accurate database, filing, record keeping of all relevant documents</li> </ul>
<b>Performance Management</b>	<ul style="list-style-type: none"> <li>● On-boarding of new employees &amp; Performance management;</li> <li>● Develop policies, procedures and controls for reportees;</li> <li>● Develop an inventory of Policies and develop and update MCA policies</li> <li>● supervise and Oversee communication, stakeholder management, and Marketing functions in MGCA</li> </ul>
<b>Grant &amp; Program Quality Assurance</b>	<ul style="list-style-type: none"> <li>● Manage quality control processes related to data management; grant record keeping and compliance. Assist with grant reporting. Ensure compliance and quality assurance of public and private funding resources and revenues.</li> <li>● Assist Executive Director in developing and tracking MGCA annual dashboard.</li> </ul>
	<ul style="list-style-type: none"> <li>●</li> </ul>

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

<p><b>Qualifications</b>  <b>Minimum Requirement:</b> degree or post Graduate Qualification, masters preferred (Economics, Finance, Business Development/administration, Management)  <b>Desirable Requirement:</b> Natural problem-solver; willing to initiate and lead in unpredictable circumstances, Sharp analytical and critical thinking skills, Exceptional oral and written communication and interpersonal skills, High energy, outgoing, team player, and a passion for MGCA's mission is essential. Working mastery of computer programs including Microsoft PowerPoint Point and Excel, and familiarity with client management systems.</p>	<p><b>Experience</b>  <b>Minimum Requirement:</b> A minimum of 5-8 years' of experience in an office management and grant administration role. Familiar with non-profit business processes. Experience in developing and growing business or operations preferred.  <b>Desirable Requirement:</b> Experience in a similar environment</p>
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**Assistant Manager: Communications/Stakeholder Relations and Marketing**

FOCUS AREA	DESCRIPTION OF DUTIES ( WHAT)
<b>Communication Management</b>	<ul style="list-style-type: none"> <li>● Assumes the role of funder/client liaison at project level with regard to communications</li> <li>● Creates communication plan for individual projects including stakeholders, budgets, timelines, resource requirements, etc.</li> <li>● Defines project communication risks, issues, challenges and opportunities</li> <li>● Identifies and creates opportunities for positive media coverage</li> <li>● Prepares and uploads digital content on the relevant platforms</li> <li>● Manages a system process to respond to digital enquiries and feedback</li> <li>● Maintains CRM including tracking and recording campaigns</li> <li>● Manages the website including maintenance, updates and uploading</li> <li>● Tracks and reports website statistics</li> <li>● Maintains image and photographic library</li> </ul>
<b>Stakeholder Relationship Management</b>	<ul style="list-style-type: none"> <li>● Manages the planning of proactive stakeholder communications</li> <li>● Develops processes and methodologies to collect qualitative and quantitative feedback from stakeholders for relevant performance reporting</li> <li>● Arranges stakeholder meetings with technical team members and ensures feedback of stakeholder responses and requests to technical teams are responded to within agreed timescales</li> <li>● Prepares and manages workshops, roundtable and forum logistics including developing agendas, project plans, minute taking and production of reports</li> <li>● Collaboratively completes stakeholder mapping exercises for projects\programmes</li> </ul>

<p><b>Publications</b></p>	<ul style="list-style-type: none"> <li>• Consults with internal stakeholders and assesses their publication needs</li> <li>• Defines priorities, angles and target audiences for articles in collaboration with project teams</li> <li>• Conceptualises content to ensure creative direction is provided pre-production and aligned with project goals and direction</li> <li>• Liaises with design agencies/printers/external service providers</li> <li>• Develops editorial governance</li> <li>• Facilitates the provision of quality content to relevant target audiences through the agreed channels in compliance with policy and approach for stakeholder communication</li> <li>• Monitors and uses multimedia, nonlinear and alternative storytelling strategies to widen audience reach</li> <li>• Ensures that articles for publication are edited and proof read</li> </ul>
<p><b>Content Development</b></p>	<ul style="list-style-type: none"> <li>• Conceptualises and commission articles</li> <li>• Sources and researches topical and content information for publications</li> <li>• Engages with various stakeholders for input into topical or content issues</li> <li>• Translates technical information into understandable language</li> <li>• Identifies possible image related risks to MGCA associated with targeted and selected topical issues</li> <li>• Presents motivation for specific or prospective topical issues</li> <li>• Participates in the evaluation of responses to various content and topical issues</li> <li>• Develops, reviews and implements editorial policies</li> <li>• Identifies, contacts and collaborates editorially with new and prospective writers</li> </ul>
<p><b>Event Management</b></p>	<ul style="list-style-type: none"> <li>• Clarifies strategic objectives of the event with stakeholders and determines requirements</li> <li>• Plans and develops programmes, agendas, budgets and services according to stakeholder requirements</li> <li>• Maps requirements in accordance with strategic objectives</li> <li>• Creates an events checklist to track duties</li> <li>• Evaluates the event</li> </ul>
<p><b>Marketing</b></p>	<ul style="list-style-type: none"> <li>• Leading the development of all marketing plans.</li> <li>• Ensuring the implementation of effective marketing strategies.</li> <li>• Focusing on growing audiences and the uptake for our services.</li> <li>• Reviewing and reporting on all areas of the marketing strategies and its implementation.</li> <li>• Developing the corporate brand identity in consultation with senior managers, executives, and partners.</li> <li>• Collaborating with senior team members at MGCA to uncover insights and create innovative marketing and branding strategies.</li> <li>• Efficiently managing annual marketing budgets.</li> </ul>

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

**Qualifications**

**Minimum Requirement:** A bachelor's degree in Marketing, Psychology, Communications, Advertising, or a Business Management related subject

**Desirable Requirement:** Strategic thinking and problem-solving abilities. Superior interpersonal and organisational skills. Confidence to use initiative. A positive and approachable manner. Good time management skills and the ability to prioritise. Able to make quick but rational decisions when working under pressure.

**Experience**

**Minimum Requirement:** Minimum of 3 years' experience in a similar or related role. Fluent level of both spoken and written English and Afrikaans

**Desirable Requirement:** Experience in a similar environment: Excellent communication and presentation skills. Adaptability to change.

Willingness to embrace new ideas and processes.

Interest in developing your own skills and knowledge. The ability to be challenged on your advice and to accept criticism.

Applications and queries can be submitted via email to: [info@mpumalangagreencluster.co.za](mailto:info@mpumalangagreencluster.co.za) and copy [celeste@mpumalangagreencluster.co.za](mailto:celeste@mpumalangagreencluster.co.za)

The deadline for applications is **24 April 2023**.

Applications should include:

- A detailed curriculum vitae (CV) indicating the post the applicant would like to apply for;
- The names and contact details (Phone and email) of at least three referees, clearly indicating relationship to applicant.