

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: Programme (Project) Manager

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: Programme (Project) Management:

| ROLE DESCRIPTION |
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| Responsible for providing overall Strategic leadership, Project management support and integration of all activities within MGCA. |

| OBJECTIVES | KEY PERFORMANCE INDICATORS |
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| Project Management | <ul style="list-style-type: none"> ● Alignment of Project objectives with the company's Strategic intent ● Alignment with funder expectations and requirements ● Manage Project staff ● Coordinate training for all staff ● Train of staff on facility assessment tools (public sector, private sector and supply chain) ● Oversee coordination and logistics of facility assessments (public and private sector) ● Identify project finance/sources of financing projects, locally and internationally |
| Monitoring and Evaluation | <ul style="list-style-type: none"> ● Responsible for collection and collation of all project data ● Responsible for maintaining the project database ● Ensure data quality activities are aligned with regulatory requirements ● Assist with ensuring the reporting of programme indicators. |
| Stakeholder Engagement | <ul style="list-style-type: none"> ● Interact with all relevant players with assistance from Stakeholder ● Maintaining communication with sponsor ● Regular reporting to sponsor as per proposal timelines ● Setting up and attending workshops with sponsor team ● Regular external stakeholder engagements with relevant parties to ensure project deliverables are achieved ● Develop relationships with appropriate national stakeholders. ● Identification of suitable partners for specific activity projects in line with the strategic plan in order to expedite strategies. ● Liaise with various stakeholders with regards to managing specific activities related to the company's capacity building projects with other organizations. |
| People Management and Self-Development | <ul style="list-style-type: none"> ● Provide training and development support to Project Staff ● Capacity building through attending advanced Project programmes |
| Research and Development | <ul style="list-style-type: none"> ● Ensure research and development of new programmes and their viability. ● Scanning the environment to determine future needs and possible impacts and translating the impacts in specific annual objectives and outcomes. ● Develop position papers describing aspects of the environment in which we operate. ● Co-ordination and documentation of the company's views on generic aspects. |

| REQUIRED QUALIFICATIONS AND EXPERIENCE | |
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| <p>Qualifications Minimum Requirement: A minimum of a B Degree in Project Management</p> <p>Desirable Requirement: Certification in monitoring and evaluation or database management</p> | <p>Experience Minimum Requirement: A minimum of 5-8 years' experience managing projects from inception to delivery</p> <p>Desirable Requirement: Experience in a similar environment</p> |

Applications and queries can be submitted via email to: info@mpumalangagreencluster.co.za
and copy 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.