



SDC Pretoria is hiring a National Programme Manager: Job Description

Function	National Programme Manager Climate Change (NPM)
Position in the organizational chart	Subordinated to Climate Change Programme Manager
Subordinates	-
Yearly salary (inclusive of all allowances and benefits)	ZAR 320'000.- to ZAR 390'000.-
Place and foreseen start of work	Pretoria, November 2009
<p>Requirements & profile</p> <ul style="list-style-type: none"> • University degree or equivalent • Prior experience in the field of Climate Change (Mitigation, Adaptation, etc.) • Prior experience with NGOs, research and/or the private sector • Several years of experience in the field of development and cooperation • Experience in Project Cycle Management (PCM) • Other experiences in the energy or building sector or in related fields are an asset • Good communication skills (incl. writing of reports, correspondence, etc.) • Fluent in English (written and verbal) • Ability to work in team and independently • Ability to think in a systemic and critical way, good analytical skills • Computer skills (MS-Office) • Willingness to travel 	
<p>Purpose of the position</p> <p>The recent Swiss Development Dispatch has provided funds for SDC to act on climate change related issues. In this context, SDC is in the process of developing a strategy with a double line of action in Southern Africa: Mitigation in South Africa and Adaptation within Southern Africa. SDC proposals are dictated both by context and by SDC experiences particularly in Asia.</p> <p>The NPM supports the development and implementation of the Climate Change Strategy in Southern Africa. She/He will strengthen the Mitigation interventions of SDC in the approved "Energy Efficient Building Programme" in South Africa. The programme contains three intervention levels: Policy Framework, Capacity Building and Implementation of projects to demonstrate energy efficiency. Secondly, the NPM will develop an Adaptation Programme, which possibly will focus on integrating the climate change concerns in the regional food security programme, on Climate Change related health issues and/or on other interventions.</p> <p>The position encompasses activities throughout the PCM process (from project acquisition to project closure).</p> <p>Support to other intervention domains of the office can also be required according to needs.</p>	
<p>Main sectors of intervention (this list may change over time)</p> <ol style="list-style-type: none"> 1. Mitigation: energy efficiency in the building sector in the full life cycle of buildings 2. Adaptation: e.g. drought resistant seeds production and multiplication, CC related health issues, etc 3. Monitoring and Evaluation at the programme and project level 	
<p>Main responsibilities and tasks within the frame of the sectors of intervention</p> <ul style="list-style-type: none"> • To analyse, plan and supervise projects (including financial and operational monitoring): <ul style="list-style-type: none"> § project documents are coherent and complete; § logframes are relevant and match the narrative project presentation; § reports are delivered within given delays and respond to requested quality; § financial reports match SDC requirements and are consistent with implemented activities; § planning and executing project visits (incl. at partners' offices). 	

- To support the programme manager in the policy dialog
- To check logical frameworks (logframes) and revise them when necessary.
- To prepare and participate – if required – in partners' evaluation:
 - § drafting of ToR for consultants (incl. budget);
 - § support for the preparation of the evaluation mission.
- To identify potential partners.
- To draft credit proposals for Headquarters:
 - § quality check of received documents and writing of the proposal.
- To follow-up changes in the socio-political environment:
 - § reporting of significant changes related to climate change or energy efficiency policies;
 - § keeping contact with relevant national authorities and regional bodies;
 - § participation to relevant clusters, working groups and platforms.
- To guarantee proper knowledge management:
 - § important information related to projects and partners exists in written form and is properly archived and up-dated.
- To feed the internal strategic discussions and annual programme:
 - § knowledge on attributed project feeds strategic discussions;
 - § lessons learnt are communicated internally;
 - § participation and involvement in annual programme discussions.

Competencies

Competencies and signatory powers are as follow :

1. Operational issues

- To communicate with partners on daily business issues
- To establish a recommendation for the Programme Manager in case of:
 - § revised budget;
 - § revised logframe;
 - § new project orientation;
 - § partial or non achievement of project objectives.

2. Monitoring issues

- To accept or refuse a logframe proposed by partners (quality and coherence check)
- To comment and communicate with partners on reporting issues (e.g. request for clarification or correction, follow-up of outstanding questions, etc.)
- To check partners respect given delays (provision of reports, etc.)
- To visit project and offices of funded partners

3. Signatures

Any communication to partners involving a financial commitment from SDC must be signed by the Resident Director or the Deputy Resident Director (e.g. contract, extension of contract, increase of budget, changes in budget lines, etc.). The same applies to any SDC internal financial documents (e.g. request for payment).

Please send your application letter and CV per email (pdf or doc) at latest by Friday, 26 June 2009 to pretoria@sdc.net (person to contact: Andreas Büeler)

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