



**NOTES**

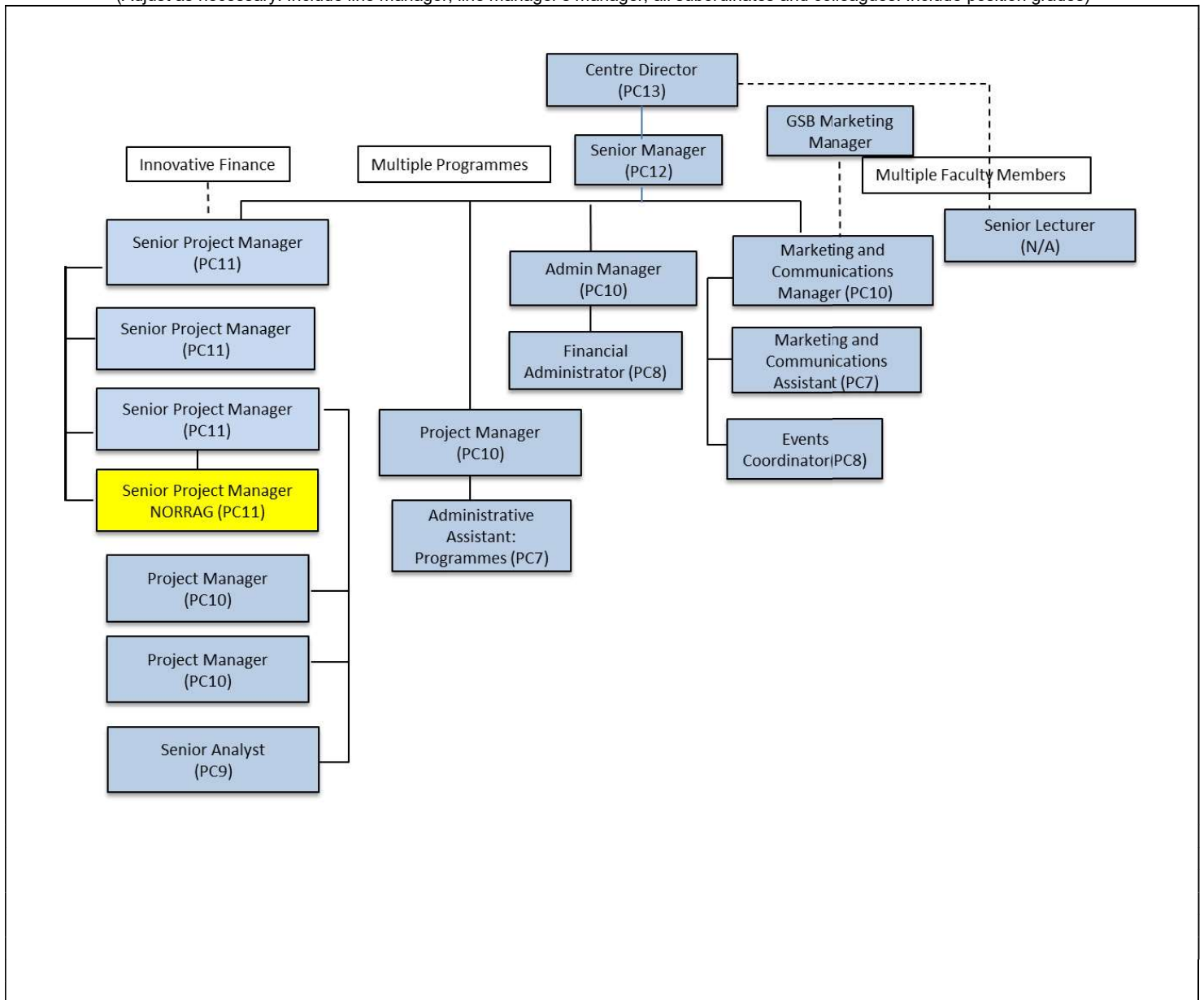
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Senior Project Manager: Innovative Finance		
Job title (HR Business Partner to provide)			
Position grade (if known)	PC 11	Date last graded (if known)	± 2015
Academic faculty / PASS department	Commerce		
Academic department / PASS unit	Graduate School of Business		
Division / section	Bertha Centre		
Date of compilation	14 February 2022		

**ORGANOGRAM**

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



## PURPOSE

The Bertha Centre for Social Innovation and Entrepreneurship based at UCT's GSB is looking for a Senior Project Manager to oversee delivery of multiple of its funded projects. The purpose of the role is to ensure excellent quality of the outputs created by each of the projects he or she is asked to oversee in a sustainable manner. The position will be funded through committed funds.

The [Bertha Centre for Social Innovation and Entrepreneurship](#) is the first academic centre in Africa dedicated to advancing social innovation and entrepreneurship. It was established as a specialised unit at the University of Cape Town Graduate School of Business in late 2011. The Bertha Centre's [Innovative Finance Initiative](#) is built around the need to develop an impact-focused investment market in Sub-Saharan Africa, where social and environmental objectives are set and measured to demonstrate deliberate change.

The job content outlined below uses the Centre's core activities (i.e., uncover, pioneer, connect, and advance) to describe priority deliverables and competency areas for the role in question.

**CONTENT**

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
<p><b>Internal Leadership &amp; Risk Management</b></p> <p align="center">1</p>	<p align="center">50</p>	<ul style="list-style-type: none"> <li>• Take a senior leadership position within the Centre's IF team, delivering on its strategic priorities and supporting the continuous development of the Initiative's and Centre's strategic direction in consultation with other IF Senior Project Managers</li> <li>• Manage initiatives and/or project finances effectively ensuring long-term financial sustainability</li> <li>• Manage current grant funding and co-ordinate strong grant proposals to amass medium to long term core funding</li> <li>• Proactively identify and manage risks associated (financial, people, brand, etc.) to relevant initiatives and the Bertha Centre overall</li> <li>• Manage programme and project finances effectively, ensuring long-term financial sustainability, including writing strong grant proposals to guarantee funding for future projects</li> <li>• Support the development of the GSB's and the Bertha Centre's social finance and impact investment curriculum / Occasionally teach on GSB courses related to innovative finance and co-supervise students</li> </ul>	<ul style="list-style-type: none"> <li>• Sustained funding and solvency of relevant projects and initiatives</li> <li>• Effective management of high-risk incidents as these emerge</li> <li>• Compliance with core processes within the Centre and broader UCT frameworks</li> <li>• Active contribution and ownership in Centre wide decisions and tasks</li> <li>• Perceived alignment to Bertha Centre and GSB values</li> </ul>
<p><b>Research &amp; Publications in Relevant Outcome Areas</b></p> <p align="center">2</p>	<p align="center">10</p>	<ul style="list-style-type: none"> <li>• Support research and publish papers related to:               <ul style="list-style-type: none"> <li>- General research related to social innovation, innovative finance, and impact investing in Africa</li> <li>- Relevant social innovation, and innovative finance ecosystems or "landscapes" in Africa and globally</li> <li>- Insights on needs, priority changes, and outcomes for social innovation and innovative finance</li> <li>- Case studies on high-impact / high-potential solutions and business models in Africa</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Publications and articles in leading local, regional &amp; international media</li> <li>• Number of priority stakeholders reached through research and publications</li> </ul>

3	<p><b>Demonstration &amp; Testing of high-potential innovations and business models</b></p>	10	<ul style="list-style-type: none"> <li>Support the identification of solutions (such as innovative finance mechanisms) that require validation through a wider Bertha Centre network</li> <li>Support the roll out of pilot initiatives and projects (incl. fundraising, mobilising stakeholders, evidence building, setting up new entities, etc), against key criteria, including: <ul style="list-style-type: none"> <li>Effectiveness (i.e., delivery on target outcomes; and “unintended consequences” to solutions)</li> <li>Inclusion / Affordability (i.e., provision below threshold costs for low income populations)</li> <li>Efficiency (i.e., resources needed for delivery)</li> <li>Expected Uptake (i.e., Extent to which demand exists among ultimate “customers”/ beneficiaries (e.g., learners, patients))</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Number of pilots and/or validation initiatives rolled out</li> <li>Number of “customers” or beneficiaries consulted as part of pilot testing</li> </ul>
4	<p><b>Facilitate connections between stakeholders through gatherings, events, and individual relationship brokerage</b></p>	10	<ul style="list-style-type: none"> <li>Support stakeholder engagement strategy within relevant outcome areas</li> <li>Lead and support gatherings, events and broker one-on-one conversations, ensuring appropriate: <ul style="list-style-type: none"> <li>Engagement across target stakeholder segments in relevant outcome areas</li> <li>Design, coordination, and delivery of high-quality events and workshops for priority stakeholders</li> <li>Facilitation of investment and/or allocation of capital to high-impact innovations and models by showcasing promising and/or tested solutions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Number of incoming requests for connections / network support</li> <li>Number of target individuals, organisations, and communities engaged through programming / activities</li> <li>Number of connections solicited / brokered through programming / activities</li> </ul>
5	<p><b>Awareness Generation &amp; Field Leadership Locally, Nationally, and Internationally</b></p>	15	<ul style="list-style-type: none"> <li>Oversee and develop media and communications strategy in relevant outcome areas</li> <li>Oversee and ensure delivery of: <ul style="list-style-type: none"> <li>Relevant awareness raising campaigns among priority stakeholders</li> <li>Effective media, and social media agendas targeted at priority stakeholders</li> </ul> </li> <li>Represent the Bertha Centre in high-stakes settings in priority outcome areas, including: <ul style="list-style-type: none"> <li>Participate and speak at leading local, regional, and international conferences</li> <li>Engage with relevant individuals, organisations, and communities to forge participation and partnerships in priority outcome areas</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Number of campaigns delivered within initiative</li> <li>Number of individuals touched through media campaigns</li> <li>Number of invitations to speak at international and national conferences and events</li> <li>Number of partnerships solicited / taken on / brokered</li> <li>Amount of funding attracted for priority initiatives (incl. projects and campaigns)</li> </ul>

6	<b>Capacity Building in Relevant Outcome Areas</b>	5	<ul style="list-style-type: none"> <li>• Support capacity building and training priorities within relevant outcome areas</li> <li>• Ensure delivery of relevant GSB and Bertha educational material as is required by the Initiative (e.g., tool kits and online free content)</li> <li>• Engage with local and international education and/or academic institutions and partners in target outcome areas (e.g., through executive leadership courses, global teaching and/or academic partnerships)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Delivery of capability building and/or educational material for priority stakeholders (incl. input to Bertha GSB teaching content, online courses, 'tool kits')</li> <li>• Number of and strengths of relationships with academic partners as evidenced by funding &amp; formal partnerships</li> <li>▪ Number of priority stakeholders reached / supported</li> </ul>
7	<b>GSB &amp; Bertha Centre Values</b>		<ul style="list-style-type: none"> <li>▪ Integrate the GSB and Bertha Centre values in every decision, execution and interaction.</li> <li>▪ Provide back-up support within the team as required.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Visibility of values being lived.</li> <li>▪ Awareness of how values impact everything we do and actively/visibly incorporating in daily operations as well as meeting strategic objectives.</li> </ul>

### MINIMUM REQUIREMENTS

Minimum qualifications	NQF9 An appropriate post graduate qualification (MSc, MBA, etc.), such as international business, finance, economics, programme evaluation, research and survey statistics etc.			
Minimum experience (type and years)	A background in finance and/or evaluation (min 4 years' experience); <ul style="list-style-type: none"> <li>• Practical experience in implementing and managing evaluation projects) (min 2 years' experience)</li> <li>• Extensive experience working with stakeholders across sectors (including private, public, and civil society)</li> <li>• Experience raising project-based funding from different stakeholders</li> </ul> Preferably, the candidate should have worked in impact investing in both developed and developing countries and have established an international network			
Skills	<ul style="list-style-type: none"> <li>• High levels of initiative and eagerness to break new ground</li> <li>• Strong project management capabilities; effective in delivering on set objectives across multiple projects and initiatives</li> <li>• Ability to manage multiple, often complex and/or competing priorities (problem-solving skills)</li> <li>• Strong client-service and collaborative orientation</li> <li>• Excellent written and verbal communications skills</li> <li>• Effective budgeting and resource management skills</li> <li>• Strong quantitative and analytical skills</li> <li>• Comfortable navigating and managing within complex environments, comfortable with ambiguity</li> <li>• Ability to work under tight deadlines and deliver high quality work</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>• Impact investing, and/or;</li> <li>• Innovative finance, and/or;</li> <li>• Capital markets, and/or;</li> <li>• Inclusive business models, and/or;</li> <li>• Impact measurement and management, and/or</li> <li>• Economic or programme evaluation, and/or</li> <li>• Social innovation</li> </ul>			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Sought after characteristics: <ul style="list-style-type: none"> <li>• Passionate about supporting innovation in the Innovative Finance and Impact Investing markets.</li> <li>• A creative team player, involved in and committed to the Bertha Centre's mission, priorities, and team</li> <li>• Committed to social justice and driven by the goal of building impact financing solutions and partnerships for sustainable development.</li> <li>• Alignment with the Bertha Centre's core values, namely our commitment to being <i>grounded, humble, collaborative, and inquisitive</i>.</li> <li>• Willingness to learn and contribute to the experimental mission of the centre. Willing to support Bertha Centre team members in multiple ways, sometimes beyond job description.</li> </ul>			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Adaptability and flexibility	4	Building interpersonal relationships	4
	Teamwork	4	Communication	4
	Planning and organizing / work management	4	Analytical thinking / Problem solving	4
	Meeting facilitation / leadership / participation	4	Individual Leadership	4

### SCOPE OF RESPONSIBILITY

Functions responsible for	Strategic decision-making and design, fundraising, business development, project management, impact evaluation
Amount and kind of supervision received	Should be self-managed, but with support for professional development
Amount and kind of supervision exercised	N/A
Decisions which can be made	Partnership negotiations, funding allocation, business development and decision-making on portfolio
Decisions which must be referred	HR Decisions

### CONTACTS AND RELATIONSHIPS