

APPOINTMENT OF 'HEAD OF PROGRAMMES' AT THE PUBLIC AFFAIRS RESEARCH INSTITUTE (PARI)

Closing date for applications: 22 APRIL 2022

The Public Affairs Research Institute (PARI) is seeking to appoint **A HEAD OF PROGRAMMES**. The Head of Programmes will ensure the smooth operational, planning and resourcing matters related to the PARI programmes, manage its team of Programme Leads, and provide strategic support to the Executive Director (ED) in donor and partner relations. The Head of Programmes will report to the Executive Director and will be an important member of the Executive Management Team (EXCO). PARI is a not-for profit organisation that undertakes research and advocacy work on state capacity, state-society relations, and on public governance and accountability in South Africa. The institute is affiliated to the University of the Witwatersrand.

Key tasks and responsibilities

Programme Planning and Coordination

- Inputs into the development of organisation strategy.
- Initiates programme planning process annually, oversees budgeting and planning undertaken by Programme Leads, works closely with Finance around programme budgeting, and develops plans and budgets into an overall Research and Advocacy Plan annually.
- Ensures programmes are appropriately resourced (in consultation with ED.)
- Responsible for monitoring output and activities across programmes against programme plans, and facilitates monthly programme coordination meetings in support of this.
- Develops an M&E framework for the programmes and implements – i.e., ensures monitoring and evaluation of PARI's work across the programmes (in consultation with programme leads) to feed into donor reporting and strategy making at PARI.

Management of Staff and associated HR

- Responsible for performance management of Programme Leads and Projects Administrator.
- Ensures, with HR Consultant, that all employment and performance management contracts are developed, updated etc, and ensures consistently in the handling of HR matters across personnel in the Research and Advocacy Programmes.

Contracting

- Signs off on all proposals for clients i.e. ensures quality control and ensures resources are available to commit to the work.
- Signs-off on project contracts (e.g. Service Level Agreements, MOUs with partners).
- Develops contracts for consultants used by the Programmes.

Resource Mobilisation and Relationship Management

- Develops donor proposals and reporting in consultation with ED and Programme Leads.

- Supports the ED in building and maintaining good donor relations, and representing the organisation in meetings with clients and partners.
- Researches the donor environment and identifies potential new donors as required by ED/EXCO with the aim of expanding the current donor base.
- Represents the organisation in wider public engagements, advocacy, and marketing opportunities, including public speaking about PARI's work and impact.

PARI offers a competitive salary package.

Applicants should have:

- A Master's degree in the Social Sciences, Planning, Development Studies, or related fields.
- Experience of the research process, especially qualitative research in the social sciences.
- Senior experience in the civil society or research sector, and strong familiarity with the donor environment in South Africa.
- Excellent writing skills, and strong experience writing reports, and ability to quality control the work of researchers and consultants.
- Strong ability to manage people (at least 5 years' experience), and able to confidently develop performance contracts for senior research/programme staff.
- Experience in developing and adapting organisation and project management processes to ensure optimal work output and enhanced internal collegiality and knowledge sharing.
- Ability to develop organisational strategy, plans, and donor proposals.
- Experience with programme budget development and monitoring of budgets.
- Good communication, interpersonal and listening skills.
- Strong MS-Office computer skills.
- Fluency in spoken and written English is essential.
- **Note that preference will be given to black applicants.**

Applicants should either live in Johannesburg or able to commute routinely to the office in Johannesburg, and applicants should be willing to travel to locations outside of Gauteng if required. The successful candidate should be able to provide proof of having been vaccinated against COVID19.

Interested applicants should send a cover letter motivating their suitability for the job and an approximately 4-page CV to tracy@actionappointments.co.za. The CV should include basic biographic details, educational qualifications, employment history, skills set and sector experience, and 3 references with contact details and a note outlining the relationship of the referee to the applicant (e.g., previous employer, or client). At least one of these references should be able to vouch for work the applicant has undertaken in the last two years. Only shortlisted applicants will be contacted.

For more information about PARI visit www.pari.org.za

