

## **Job profile: Junior Programme Manager – Training and VC**

### **Permanent position**

SAVCA is looking for an energetic, service-orientated individual to join its small and close-knit team to support its work in promoting the private equity and venture capital industry in Southern Africa.

The candidate should have the necessary skills, personality profile and demonstrated experience to handle the following core functions:

#### **1. Provide Administrative Support to the Head of Regulatory Affairs**

This will include:

- Arranging events related to regulatory matters;
- Providing administrative support to the Regulatory sub-committee;
- Conducting relevant desktop research;
- Assisting with preparation of regulatory submissions/documentation; and
- Assisting with any ad hoc requests.

#### **2. Manage SAVCA's Training and CPD portfolio**

This will include:

- Identifying and implement relevant training programmes, in conjunction with the Training sub-committee and SAVCA executive team;
- Project managing of all training programmes from inception to post-delivery;
- Contracting of appropriate service providers / delivery partners;
- Managing the annual training timetable / schedule; and
- Ongoing interaction with, and provide support to, the programme delegates.

#### **3. Manage SAVCA's Venture Capital (VC) related activities**

This will include:

- Executing the activities related to SAVCA's VC ramp-up strategy; and
- Co-ordinating the activities related to the VC sub-committee and provide relevant support.

#### **4. General Activities**

- Measuring, recording and reporting progress of activities in relation to the agreed schedule and plans for the programmes;
- Managing the budgets for the training programmes and VC-related activities;
- Communicating with stakeholders at all levels and maintaining relationships using appropriate communication tools;

### **Education, experience, skills and requirements**

- A degree or equivalent qualification and at least three years' working experience that is relevant to this position.
- Strong written and verbal communication skills.
- Mastery of office-relevant software such as Word, Excel, Outlook and PowerPoint.
- The ability to engage with and build relationships with a variety of stakeholders.

- The ability to work in a fast-paced and sophisticated financial-services environment.
- Must have own transport.

Let us know if you are the right person for this position.

Please contact us on [info@savca.co.za](mailto:info@savca.co.za) and include:

- Your CV
- At least three traceable references
- A note on why you believe you are the right person for this position
- Your salary expectations