

## **Job profile: SAVCA Programme Manager (Fund Manager Development Programme)**

### **24-month Contract position**

SAVCA will be implementing a Fund Manager Development Programme and require an experienced, capable and passionate Programme Manager that will manage the final stages of the programme design process, managing the contracting of service providers and provide a seamless quality of the delivery of the programme.

The Programme Manager will be responsible for managing the SAVCA Fund Manager Development programme on behalf of SAVCA and its members. This includes responsibility for overseeing stakeholder interactions, end-to-end programme planning, budgeting, monitoring and evaluation. The candidate should have the necessary skills, personality profile and demonstrated experience to handle the following core functions:

#### **Programme Management**

- Finalise the design of the programme based on the blueprint that has been developed. This would require:
  - Instructional design skills/experience;
  - The experience of delivering programmes of this nature (within private equity or business development/SME development space); and
  - The ability to engage with a variety of stakeholders to obtain feedback and buy-in.
- Provide comprehensive project management to ensure the quality execution of the Fund Manager Development Programme which includes:
  - Implementing a suitable procurement process;
  - Contracting of appropriate service providers / delivery partners;
  - Timetabling / scheduling;
  - Implementing an appropriate selection process for delegate selection;
  - Launch of the programme;
  - Manage the selection process;
  - Ongoing event management to ensure the delivery of each of the components of the programme; and
  - Ongoing interaction with, and provide support to, the programme delegates.

#### **Monitoring & Reporting**

- Measure, record and report progress of activities in relation to the agreed schedule and plans for the programme.

#### **Budgeting & Governance**

- Development and management of the budget, including tracking and associated governance responsibilities.

#### **Measurement & Evaluation**

- Own data collection, analysis and report compilation on the performance and success of the programme.

#### **Key Stakeholder Management**

- Engages and contracts with a series of key stakeholders;
- Defines communication plans and reporting; and
- Manages the engagements and relationships with key stakeholders.

**Communication**

- Is able to communicate with stakeholders at all levels and maintaining relationships using appropriate communication tools; and
- Manages complex, high risk, group dynamics, conflicts and concerns to promote positive outcomes.

The Programme Manager plays a crucial role in the success of the programme, as their performance impacts the overall experience of the programme delegates, the stakeholders and the industry. As this is the first time the programme will be offered, it requires someone who is agile, yet provides structure to the process.

The position will therefore require someone with the ability to resolve issues in a timely way, which is sensitive to the needs of various stakeholders that have a vested interest in the programme. The Programme Manager should have the ability to stay calm under pressure, demonstrate initiative and confidence, and possess excellent organisational skills.

It is essential that this person has the capacity to function professionally, efficiently and accurately in a fast-paced and sophisticated financial-services environment.