



## **SaveAct – Enterprise/ Smallholder Farming Programme Manager**

SaveAct works with low income rural and peri-urban communities in South Africa. We aim to improve their livelihoods through the creation of savings groups, financial education training and enterprise development support.

SaveAct is looking for an Enterprise Programme Manager to grow the programme across provinces. The incumbent will manage a team of enterprise officers within the SaveAct programme and build partnerships with other players that share a vision for a vibrant smallholder farming and enterprise sector. The primary focus in the forthcoming period will be in the northern Eastern Cape (out of Matatiele) and southern KwaZulu-Natal provinces (Underberg/ Pietermaritzburg).

The Manager will spend time both in the field and in the office(s), managing an interdisciplinary team. Preferably, the Manager will be fluent in both English and Zulu/ Xhosa, have outstanding motivational and human relations skills, and have a strong understanding of the smallholder/rural economic development sector as well as thirst for innovation. The person will report to the Executive Director.

### **Person and Job Specification**

The successful candidate will have experience of:

- Managing, co-designing and monitoring implementation of enterprise development programmes;
- Supervising and supporting field staff;
- Undertaking field visits to monitor the quality of projects and field staff performance;
- Monitoring and reporting on programme progress against targets and objectives;
- Contributing towards funding proposals and reporting;
- Contributing towards project budgets, and monitoring expenditure against budgets;
- Managing the relationships and monitoring progress of partner organisations;
- Developing work plans for partner organisations, identifying targets and timeframes for implementation of the project's activities;
- Working with both qualitative and quantitative M&E tools;
- Training field staff on data collection tools and ensuring that the data gathered is of good quality;
- Conducting analysis of M&E data and developing reports and presentations for different stakeholders and to stimulate internal dialogue and learning.
- Engaging in strategic planning about where and how to expand SaveAct's work.

The successful candidate will have to:

- Communicate to a high standard, both verbally and in writing;
- Maintain regular communication with partners and internally;
- Have a valid driver's license and travel frequently;
- Engage in and shape techfin/ digital platform development for farmers;

- Make effective use of MS Office (e.g. Office 365, Word, Excel, Email and PowerPoint);
  - Contribute to the smooth and progressive functioning of SaveAct as an organisation.
- Please send a letter of motivation and CV to [info@saveact.org.za](mailto:info@saveact.org.za) by 20 July 2016.

*SaveAct reserves the right not to make an appointment.*