

**PROGRAMME MANAGER: AFRICA AND THE MIDDLE EAST**

**JOB SPECIFICATION**

**Salary: R781 000- R825 000 total cost to company**

**REF: PM 003**

Reports to:	Director: Stakeholder Relations	Location:	Houghton, Johannesburg
Work Stream:	Delivery Arm		

**Job Outline:**

The purpose of this position is to influence relationships with identified markets in Africa and Middle East as identified markets to promote the IMC's branding and communications objectives in partnership through those markets. It is also to play a key Programme Manager role in the definition and delivery of projects through obtaining the brief, needs and expectations of the stakeholders and ensuring they are effectively addressed in the roll-out plan facilitated by IMC and through efficiently leveraging stakeholder resources. The Programme Manager is the main IMC custodian of the relationship with all stakeholders in Africa and Middle East to ensure the effectiveness and sustainability of the collaborations. Ability to speak Portuguese and/or French is highly essential.

Requirements:	Skills and knowledge:	Attributes:	Key performance areas:
<ul style="list-style-type: none"> <li>Bachelors Degree in Political Science / Economics / Sales and Marketing / Business Management</li> <li>Postgraduate degree in Political Science / Economics / Sales and Marketing / Business Management (e.g. MBA) (Preference)</li> </ul>	<ul style="list-style-type: none"> <li>5+ years combined experience in marketing, communications, public relations, stakeholder relations, (account management) at a senior level</li> <li>Track record of successfully brokering / negotiating collaborations and joint ventures in a highly political / pressured environment</li> <li>Comprehensive</li> </ul>	<ul style="list-style-type: none"> <li>Results oriented (output driven)</li> <li>Thorough and excellent follow-through ability</li> <li>Willingness to work extended hours and travel substantively (within and across borders)</li> <li>Perform under pressure</li> <li>Above average level of perceptiveness and discernment, i.e. know how to read situations correctly and</li> </ul>	<ul style="list-style-type: none"> <li>Contribute to the development of the overall stakeholder management strategy</li> <li>Contribute to the development of programme specific projects and initiatives</li> <li>Sell the project / initiative / campaign plan for buy-in and approval (sign-off) with the stakeholder priority base (levels, locations, platforms, decision-makers, beneficiaries)</li> </ul>

	<p>understanding of the political and legislative environment (domestic and international)</p> <ul style="list-style-type: none"> <li>• Thorough knowledge of the workings of the business and macroeconomic environment (domestic and international)</li> <li>• Knowledge of civil society and understanding the socio economic environment (domestic and international)</li> <li>• Working knowledge of systems and processes and how they contribute to organisational performance</li> <li>• Advanced knowledge of how to determine value from a customer perspective</li> </ul> <p><b><u>TECHNICAL SKILLS:</u></b></p> <ul style="list-style-type: none"> <li>• Excellent business acumen, i.e. strategic ability to position and sell the IMC mandate and</li> </ul>	<p>respond accordingly to instill confidence and direction</p> <ul style="list-style-type: none"> <li>• Networking ability, i.e. building and maintaining relationships for business and collaborative opportunities</li> <li>• Service oriented, i.e. desire to serve and customer oriented</li> <li>• Persuasive, i.e. ability to convince others from different functions and levels of an idea or concept to obtain support</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate and manage the stakeholder relationships in the delivery of the projects /campaign / initiative plans</li> <li>• Compliance , monitoring and reporting</li> </ul>
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	<p>initiatives in response to emerging political, business and environmental trends</p> <ul style="list-style-type: none"><li>• Advanced consultative selling skills, i.e. sell a solution through providing sound advice and value from a stakeholder perspective, beyond the initiative of IMC</li><li>• Excellent presentation skills, i.e. the ability to use the right presentation techniques and emphasise the right content to influence and persuade</li><li>• Media management, i.e. manage diverse expectations and perceptions effectively and assertively (thus positively persuading / influencing the next steps)</li><li>• Above average interpersonal and communication skills to engage</li></ul>		
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	<p>credibly with people at different levels and with different needs (public relations)</p> <ul style="list-style-type: none"><li>• Marketing skills, i.e. the ability to identify and capture a target market or audience's needs and sell a message branded with the identified need</li><li>• Excellent negotiation and 'deal-making' skills</li><li>• Advanced MS Office (Word, Excel, PowerPoint)</li></ul> <p><b><u>MANAGERIAL SKILL:</u></b></p> <ul style="list-style-type: none"><li>• Competent in stakeholder management and lateral leadership, i.e. ability to get things done through co-coordinating different role players in working together without formally being in charge of them.</li><li>• Excellent proposal and account / portfolio planning</li></ul>		
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	<p>ability</p> <ul style="list-style-type: none"> <li>• Self-management, i.e. well developed skills to structure own work, work alone and take initiative to get what is needed resourcefully and within proper governance rules and structures</li> </ul>		
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IMC is committed to ensuring and maintaining workplace diversity and the attainment of employment equity, having due regard to qualifications and appropriate experience. Interested persons should forward a detailed CV, application letter and copies of qualifications to [careers@rm.amcomms.co.za](mailto:careers@rm.amcomms.co.za). Please note that applications without the minimum requirements as stated in this advert will be rejected. If you have not heard from us in 30 days, please consider your application unsuccessful.

The closing date for applications: 14 March 2011