

## Vacancy at the Southern Africa Trust

**Job title:** B4D Programme Coordinator

**Type of post:** Fixed-term contract

**Reports to:** Head of Programmes

**Responsibilities:**

- Bring in and develop state-of-the-art knowledge on inclusive business in the SADC region;
- Use expertise to develop the inclusive business market place;
- Serve as the laboratory for testing and improving the Ubuntu accreditation process (including refinement of the test model of the B4D Barometer);
- Comprehensive analysis of the challenges of and opportunities for establishing international norms of corporate behaviour in SADC, including undertaking long-term analysis of inclusive business case studies;
- Focus on imparting skills to parties involved in inclusive business as business will need to develop new skills for dealing with much smaller and unsophisticated suppliers;
- Ensure civil society organisations have a better understanding of how business works and how 'joining forces' can be best achieved;
- Focus on needs analysis e.g. offering case study analysis (pilot projects) to corporations to serve as a potential revenue stream for the Unit;
- Identify external trainers to design and deliver the programmes;
- Focus on performing deep-dive analysis of a company's value chains in order to help identify gaps and craft a road map towards the Ubuntu accreditation;
- Create awareness of inclusive business in civil society and in the corporate world by disseminating best practice and creating knowledge sharing mechanisms;
- Advocate for the creation of laws and policies to support inclusive business by lobbying relevant government and legislative bodies;
- Create a comprehensive database of potential stakeholders in order to ensure that business organisations, NGOs, community organisations and relevant government agencies are represented;
- Attend and host conferences, have campaign road shows, and distribute information through multiple media channels;
- Prepare and present reports on the B4D Unit and related projects as may be required;
- Support the Trust's communications team to effectively and accurately communicate the B4D programmes; and
- Any other related tasks that may be assigned within the scope of the Trust's capacity building agenda.

**Technical Competencies:**

- Highly developed conceptual ability to analyse information for complex strategic decision-making;
- High level programme development and implementation skills;
- Proficiency in identifying and establishing strategic relationships with multiple and diverse stakeholders;
- Sound knowledge of the SADC business environment;
- Advanced networking and influencing skills;
- Ability to evaluate indicators of programme quality against the mission, purpose, and strategies of the organization;
- Ability to prioritise tasks in relation to risk management and strategic importance;
- Ability to represent the identity and interests of the organisation at appropriate level;
- Highly developed report writing skills;
- Strong presentation skills;
- Competency in French and/or Portuguese is an added advantage;

**Behavioral Competencies:**

- Strategic thinker
- Self motivated
- Quick to assimilate new information and eager to learn
- Superior communicator (verbal and written)
- Excellent planning and organising skills
- High level of integrity
- Assertive
- Ability to work in multiple teams across the organisation (line management and matrix teams)
- Attention to detail

If you are applying for this post you can email your CV to [info@southernafricantrust.org](mailto:info@southernafricantrust.org)

A competitive salary will be negotiated based on your suitability for the post.

Closing date for applications is **Friday, 8 January 2010.**

We regret that due to the number of applications expected only short-listed candidates will be contacted.

The Southern Africa Trust is an equal opportunity employer. We reserve the right not to make an appointment.