



Chief Operations Officer

3 years contract

Johannesburg

Background

The PCC is an independent advisory body established by the President, overseen by a Commission drawn from government, business, labour, NGO, community based and research constituencies. The Commission is required to provide independent expert advice and build consensus between its social partners on the transition to a climate resilient and low carbon economy and society. The PCC is committed to a just and equitable transition and an inclusive, open and participatory approach in conducting its work.

The PCC is supported by a Secretariat which undertakes research and policy work to support the commission, manages its outreach and communications, and provides logistical support to the functioning of the commission.

Purpose

Reporting to the Executive Director, the Chief Operations Officer will be responsible for managing the Secretariat's internal administrative, oversight and governance systems.

Key Responsibilities:

- **Strategic planning** – lead the process of strategic planning for the Secretariat, including the preparation of a long-term strategic plan and annual performance plans.
- **Integrate operations** – ensure that the various line functions of the PCC are coordinated and aligned in order to provide a seamless delivery in line with plan.
- **Budget Development** - translate the strategic plan into an annual and multi-year budget and engage with donors and social partners in terms of funding different components of the budget.
- **Donor Liaison** - coordinate donor liaison, prepare project proposals and business plans for donors and undertake negotiations to mobilise the necessary funding.
- **Systems & Procedures** - establish administrative systems, procedures and policies
- **Human Resources Management** - recruitment, orientation, performance management and remuneration of staff.

- **Procurement** - manage processes and ensure that procurement meets the strategic and operational requirements of the PCC.
- **Donor and stakeholder reporting** - ensure that reporting requirements are met.
- **Governance** - Advise regarding effective governance and oversight systems and support the establishment of sub-committees and systems to oversee the work of the Secretariat.
- **M&E** - Oversee the establishment and performance of an M&E function.
- **Communications** – represent the PCC on public platforms.

The job description for the Chief Operations Officer is liable to change as the nature and scope of the PCC's work is being developed.

Qualifications & Requirements

- Degree in accounting, business management, human resources, organisational development, or related disciplines.
- At least 10 years relevant work experience, five years at a senior management level.
- Outstanding leadership skills – ability to form and lead teams of staff and experts, be a thought leader, inspire others to action.
- Evidence of successful strategic planning – ability to build consensus around organisational objectives and strategies and translate this into coherent plans backed by resources.
- Excellent written and verbal communication skills
- Track record of valuing and building strong internal, build consensus and create momentum.
- Demonstrated self-motivation, innovation, and ability to work independently.

The PCC is striving to build a diverse and inclusive organisation. Preference will be given to applications from African Black candidates.

Closing date: 3 March 2023.

Please send your CV and cover letter to hr@climatecommission.org.za. For further information, visit www.climatecommission.org.za