

## JOB PROFILE

### JOB TITLE: HEAD PARTNERSHIP DEVELOPMENT

#### AFRICAN WORLD HERITAGE FUND (AWHF) MANDATE

The World Heritage Committee adopted the African Periodic Report at its 26th session held during 2002 in Budapest, Hungary, which report dealt with the challenges encountered by many African countries regarding the identification, conservation, protection and preservation of the World Heritage Sites on the African continent and the implementation of the Convention's principles and tenets in general. In general, the African Periodic Report states that given her cultural and natural diversity, Africa is grossly under-represented in the World Heritage list and a few of her countries have not ratified the Convention. Further a significant number of the World Heritage Sites that are listed on the World Heritage List in danger are on the African Continent.

The mandate of the Fund is generally to assist African countries that are signatories to the Convention in their heritage conservation efforts, in particular, through financing the identification and listing of African Heritage sites in the World Heritage List.

#### DBSA & AWHF VALUES

The DBSA and the Fund's Mandate, Vision and Mission is underpinned by its core values: High Performance; Integrity; Innovation; Service Orientation; Shared Vision. We are a values driven organisation and our employees live our values as we bend the arc of history.

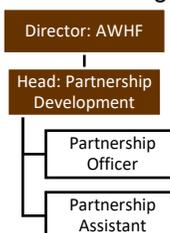
#### JOB INFORMATION

Job Title	Head Partnership Development	Occupational Level	Head
Job Grade	Not graded	Reports to	Director: AWHF
Division	Finance	Business Unit	AWHF
Direct Reports	2	No of Employees in Division	9
Approved By		Date Approved	June 2021
Location	Midrand	Employment Type	Permanent <input type="checkbox"/> Fixed Term Contract <input checked="" type="checkbox"/>

#### PURPOSE OF THIS JOB

Lead and manage stakeholders and partnerships relations, the main responsibility being fundraising and communication. These should be guided by the AWHF strategic plan.

##### Functional Structure Overview



## KEY PERFORMANCE AREAS

### Technical outputs.

1. Develop and implement fundraising and communications strategies of AWHF;
2. Develop and manage partners' relationships and ensure continued support to the AWHF.
3. Identify and cultivate prospective financial partners.
4. Develop and nurture relationships with key stakeholders, i.e. decision makers, government officials, national and international institutions, as well as relevant non-governmental organizations in the field.
5. Develop and maintain relations with private sector (foundations and companies), national and international agencies in a way to make AWHF's work visible and relevant to them.
6. Any other duties assigned by the Director in line with the strategic objectives of AWHF.

### **Key Measurements of Outputs**

1. An annual fundraising plan developed and implemented
2. Communication and Publicity materials developed and disseminated (including but not limited to brochures, website, annual and quarterly reports, newsletters and media articles)
3. Digital and online profile of AWHF enhanced with partners

## KEY INTERNAL LIAISON RELATIONSHIPS

1. DBSA Finance including Marketing and HR.

## KEY EXTERNAL LIAISON RELATIONSHIPS

1. Government officials, National and International institutions (including UNESCO and the African Union).
2. Nongovernmental organization and private sector,

## QUALIFICATIONS & EXPERIENCE

### Minimum Requirements

1. Relevant qualifications preferably a degree in Public Relations, Communication, Journalism or related field with 3 - 5 years' proven experience.
2. Able to communicate fluently in English. Knowledge of French will be an added advantage.

## COMPETENCIES

### Technical Competencies:

1. Partnership Development competencies
  - a. Capable to identify opportunity and use it for the benefit of the organisation
  - b. Network activation and nurturing with impact on business growth
  - c. Capable to initiate, facilitate and coordinate funding proposals and initiatives
  - d. Able to adjust and work in intercultural and international context
2. Written & Verbal Communication
  - a. Technically experienced and fully competent writer:
  - b. Can write independently various technical and non-technical documents.
  - c. Write effective correspondence, prepares questions and reports, statements of circumstance and

briefing notes.

- d. Able to present a theme in writing in an ordered, intelligible manner with well-structured and relevant supporting detail.
- e. Able to understand topic switches and use vocabulary of attitude.

### 3. Presentation Skills

- a. Knows how to deliver presentations appropriately (e.g. maintaining eye contact, the appropriate use of hand gestures etc.) and at the correct pace.
- b. Knows how to clarify and confirm people's feelings, concerns and needs.
- c. Can reinforce key presentation points with examples.

### 4. Reporting

- a. Designs / customizes reports to meet user needs.
- b. Prepares complex or tailored reports, gathers information from a variety of sources, analyses and includes in a report.

### 5. Stakeholder Management

- a. Actively engages partners and encourages others to build relationships that support DBSA objectives.
- b. Understands and recognises the contributions that staff at all levels make to delivering priorities.
- c. Proactively manages partner relationships, preventing or resolving any conflict.
- d. Adapts style to work effectively with partners, building consensus, trust and respect.
- e. Delivers objectives by bringing together diverse stakeholders to work effectively in partnership.

### 6. Project Management

- a. Initiates project plans and secures resources for projects that span area or department boundaries.
- b. Uses estimating techniques and develops project risk management approaches.
- c. Has an in-depth and practical understanding of how to maximize the effectiveness of project teams.

### 7. Financial Acumen

- a. Makes sound financial decisions after having analysed their impacts on the Fund, partner agencies, and community.
- b. Effectively prepares budgetary submissions and forecasts for own department.
- c. Knows the internal and external factors that impact on resource and asset availability.
- d. Is able to interpret management account reports in an operational/commercial context and take action as appropriate to maximize revenues and control costs.

### 8. Marketing & Communications

- a. Working understanding of Marketing and Communication principles and best practice, and of typical Marketing and Communication activities.
- b. Ability to take a key role in Marketing and Communication activities, such as collecting and analysing market information and visitor/user feedback, cataloguing press cuttings etc, archiving photos, producing and disseminating marketing materials, planning and organising communication and events, and dealing with press and other media.

## **Behavioural Competencies:**

### 1. Achievement Orientation

- a. Undertakes challenging assignments and strives to complete them.
- b. Sets priorities and chooses goals on the basis of calculated costs, anticipated benefits and improvement of performance.
- c. Aims at exceptional performance; setting out to achieve a unique standard.
- d. Constantly analyses outcomes to ensure the achievement of business goals.
- e. Identifies short-term opportunities or potential problems aiming to achieve better outcomes.

2. Customer Service Orientation
  - a. Tries to understand the underlying needs of customers and matches these needs to available or customized products and services.
  - b. Adapts processes and procedures to meet on-going customer needs.
  - c. Utilises the feedback received by customers, in order to develop new and/or improve existing services/products that relate to their on-going needs.
  - d. Thinks of new ways to align DBSA's offerings with future customer needs.
3. Integrity
  - a. Is willing to end a business relationship because it was associated with unethical business practice.
  - b. Is capable of challenging senior management (in a n appropriate and respectable manner) in order to act on espoused values.
4. Leading and Empowering Others
  - a. Creates the conditions that enable the team to perform at its best (e.g., setting clear direction, providing appropriate structure, getting the right people, obtain needed resources).
  - b. Monitors performance against clear standards, and addresses performance issues promptly and takes action to get performance back to desired levels.
  - c. Proactively asks for feedback on own performance from team members, aiming to become more effective.
  - d. Ensures tasks are delegated so that team members are empowered to deliver results and develop their capabilities.
5. Self-awareness and Self Control
  - a. Withholds effects of strong emotions in difficult situations.
  - b. Keeps functioning or responds constructively despite stress.
  - c. May apply special techniques or plan ahead of time to manage emotions or stress.
6. Strategic and Innovative Thinking
  - a. Recognises opportunities or potential problems, before they become obvious, by seeing the connections in a range of sources of information, including insights from outside DBSA.
  - b. Restates complex knowledge in a way that makes it easier for others to understand.
  - c. Experiments with new approaches, tests scenarios, questions assumptions and challenges conventional thinking.
  - d. Creates new concepts that are not obvious to others, leveraging internal and external sources of information, to build incremental revenue and growth opportunities.
7. Teamwork & Cooperation
  - a. Acts to promote a friendly climate and good morale, and resolves conflicts.
  - b. Creates opportunities for cross-functional working.
  - c. Encourages others to network outside of their own team/department and learn from their experience



2 July 2021

Souayibou Varissou  
Director AWHF