



OPEN SOCIETY FOUNDATION
FOR SOUTH AFRICA

JOB SPECIFICATION

PORTFOLIO MANAGER

CONSTITUTIONALISM FUND PORTFOLIO LEAD

Job Profile

Based in Cape Town, this position is a fixed term contract for 3+ years and has joint responsibility for managing existing and new grant making activities for the Constitutionalism Fund as well as for managing one or more portfolios of work within OSF-SA.

The successful candidate will have a strong grasp of the diplomatic world and political developments both in South Africa and elsewhere.

The ideal candidates will be highly effective project managers who are creative, collaborative and flexible. In addition, they are organised, self-motivated and poised, with excellent communication and emotional intelligence skills. The candidate will have event-planning experience, including facilitation and agenda planning training, and will have the ability to work across diverse geographical, cultural and political contexts. They will have excellent multi-tasking, problem solving, and budget management skills and be able to maintain a mature and calm presence under pressure or in emergencies. Experience and or knowledge of the Constitutionalism Fund's strategy and operations will be an advantage.

Key Areas of Responsibility

1. Collaboration with other donors (particularly with the Ford Foundation) on a coordinated approach to supporting grantees working on constitutionalism issues.
2. Reporting to the CF Committee on the status of grantees and their progress in advancing constitutionalism.
3. Liaison with network partners to ensure the position works in alignment with other grants administration policies.
4. During the term of this agreement, you will have a dotted line reporting to the Board of the Constitutionalism Fund.
5. Oversee all grant making activities for the OSF-SA programme portfolios for which you are responsible, including monitoring and evaluation, financial reconciliations, collaboration with other OSF thematic programmes and initiating and managing roundtable events.
6. Interact with grantee organisations, the donor community and relevant programme stakeholders to facilitate the programme achieving its objectives.
7. Take responsibility for the knowledge development, management and dissemination of information relevant to the programme.

Minimum qualifications, experience & competencies

- Honours degree in one of the following fields: political studies, law, economics, and humanities. A Master's degree is preferred.
- At least 5 years relevant experience (including in grant making), 2 of which must be at a senior level within a medium sized-corporate, NGO or parastatal.
- Proven ability to work efficiently in a fast-paced environment, to troubleshoot and follow projects through to completion and on schedule, without loss of attention to detail and budget.
- Highly organised, flexible, able to prioritise and willing to work simultaneously on a wide range of tasks and projects.
- High level of resourcefulness and self-motivated, able to work independently.
- Computer literacy (Microsoft Office: Word, Excel, PowerPoint, Outlook).
- Excellent verbal, written, analytical and critical thinking skills.
- Project management skills (high level of attention to detail, planning and organising, follow-up).
- Preparation and monitoring of grant budgets.

Applications which do not meet the minimum criteria will not be considered and the external recruitment process will be managed by AIMS International.

We are strengthened by the diversity of our colleagues across the Open Society Foundations. We welcome applications from people of all cultures, backgrounds, and experiences, and are committed to providing reasonable adjustments so that colleagues with disabilities are able to fulfil the essential functions of the job.

Interested applicants can email their CVs to bridget@osfsa.org.za by no later than 5th March 2021.