



ECONOMIC
DEVELOPMENT
PARTNERSHIP

The Western Cape Economic Development Partnership, known as the EDP, is an independent, not-for-profit, collaborative intermediary that works towards inclusive and sustainable socio-economic development by improving the performance of enabling systems through building capabilities for adaptive and collaborative governance. The EDP partners with leaders and institutions from different sectors – public, private, civil society, and academia – to work together to address complex system challenges through collaborative implementation processes, platforms for shared learning and systems of mutual accountability.

The EDP seeks to fill the following vacancy, based in either Cape Town or Gauteng:

LOCAL ECONOMIC DEVELOPMENT (LED) PROGRAMME LEAD

The LED Programme Lead will be a proven systems-thinker and change-maker well networked with cities and local government and the intergovernmental and societal systems within which they function. They will lead the implementation and improvement of EDP's programme strategy for LED. They are required to be an expert in designing and facilitating collaborative change processes, and managing a developmental programme. They will need to manage project management teams, consultants and relationships with partner organisations in achieving the programme strategy.

The **LED Programme Lead** will be responsible for the following tasks and duties, among others:

Key Responsibilities:

- Develop and manage EDP programmes and projects
- Prepare and manage project budgets, finance reporting, and risk mitigation
- Write programme and project reports, such as progress reports and concept notes
- Design, facilitate, and monitor tailored partnering solutions aligned with EDP's business plan
- Represent the EDP and uphold its reputation among stakeholders and partners
- Build and maintain relationships with public sector officials (municipal, provincial, national) and other development actors
- Engage proactively with funders to establish relationships and secure a funding pipeline
- Identify business opportunities and prepare funding proposals
- Manage operational issues and mentor project staff
- Work collaboratively with the EDP team to achieve organisational objectives

Key Skills:

- Proven ability to think and work strategically while delivering effectively
- Experience in managing complex projects and leading programmes with minimal lead-in time
- Strong team management and mentoring skills, particularly with Project Leads
- Knowledge of systems thinking and the ability to navigate complex relationships and ecosystems
- Established networks within all three spheres of government and the development sector
- Understanding of the municipal context in relation to LED
- Informed about current affairs, with a solid grasp of economic and political contexts
- Excellent facilitation skills, with practical experience in designing and convening collaborative processes that result in action
- Ability to work both independently and collaboratively
- A strong interest in EDP's work and a commitment to contributing to its growth and development

The **LED Programme Lead** needs to be able to demonstrate skills and relevant experience in the following areas:

Thinking & Acting Strategically

- Contributes to EDP strategy development and implements a Programme Strategy aligned with it
- Analyses and develops ideas for EDP programmes and projects, attending strategic sessions to offer input
- Provides advice and knowledge to colleagues and stakeholders to support EDP objectives
- Builds an understanding of effective collaboration, analysing stakeholder information and feedback to improve performance
- Stays updated on local and national issues affecting programmes and applies best practices for service improvement

Operational Planning & Implementation

- Develops, implements, and monitors operational plans, ensuring alignment with objectives and deadlines
- Engages regularly with the Operations Executive, reporting on programme and project progress
- Manages resources efficiently, avoiding wasteful expenditure, and monitors programme impact to drive systems change
- Develops and monitors budgets in collaboration with the finance unit and drafts contingency plans as needed
- Oversees project teams, ensuring deliverables meet deadlines and quality standards, while managing performance and workflow

Effective Relationships and Networking

- Develops and leverages internal/external networks to create opportunities and sustain a pipeline of work
- Builds relationships with funders and partners, conceptualises funding proposals, and represents the EDP in engagements
- Collaborates with colleagues and ensures the integrity of professional relationships

Innovation and Creative Thinking

- Encourages idea generation and implements new programmes and processes to enhance performance
- Stays updated with developments in programme-related fields and continuously seeks improvements

Effective Communication

- Communicates confidently and persuasively to stakeholders, ensuring clear and well-balanced information is presented
- Encourages open communication and creates a positive environment for feedback
- Develops proposals and reports in line with EDP's style and protocol

Governance

- Adheres to and contributes to the improvement of EDP systems, policies, and procedures
- Manages and mitigates risks in collaboration with the finance unit and alerts the Operations Executive when necessary
- Upholds EDP values and improves governance capabilities of partners for collaboration and learning

Qualifications

- Relevant tertiary qualification (Master's Degree) or equivalent qualification.
- Minimum - 6 years of experience in a minimum of 2 different and diverse working contexts, including business, academia, public sector or development sector with strong experience in project implementation and diverse, complex stakeholder management
- Minimum 3 years previous project management experience
- A background in establishing and running learning networks will be advantageous.

The position reports to the Operations Executive and adheres to a hybrid working environment with 3 days in office and optional 2 days remote working subject to any future changes.

This is a 1-year contract with a possibility of renewal subject to funding and performance.