



Job Title:	Manager: Strategic Partnerships
Organisation:	NEMISA
Department:	Skills Development
Location:	Gauteng, Auckland Park
Salary Range:	13
Upward Reporting Relationships:	Executive Manager: Skills Development
Reference Number:	NEM-20/04/2025

MAIN PURPOSE OF JOB

To provide specialist expertise and strategic advice in the management of partnerships, build and sustain collaborative relationships with stakeholders. The incumbent is responsible for establishing and maintaining strategic and beneficial partnerships with stakeholders.

JOB OBJECTIVES

- Develop, coordinate and implement a Multi-Stakeholder Collaboration and Strategic Partnering framework, strategy and plan.
- Set comprehensive goals and objectives for performance and growth.
- Drive the development and implementation of the strategic partnership programme.
- Develop and drive a sponsorship and funding agenda and harness strategic partnership opportunities.
- Determine strategic partnerships that will assist in the growth and sustainability of NEMISA's research and innovation objectives.
- Actively pursue and acquire on an ongoing basis, new opportunities for strategic partnerships.
- Build and leverage networks to acquire external partnerships that deliver on the business strategy through negotiation and relationship building.
- Negotiate and manage contractual negotiations and partnership agreements.
- Develop and maintain working relationships with key internal and external stakeholders through effective communication and negotiation to foster collaboration, leverage expertise and maximise partnership opportunities.
- Coordinate network engagements.
- Liaise with all spheres of government, business, tertiary institutions and non-profit organisations.
- Explore and secure funding opportunities for NEMISA programmes.
- Conduct a needs analysis and research on strategic partnerships management trends and best practices.
- Implement and manage international and local partnerships aligned to needs analysis.
- Establish, develop and lead an effective partnership function across the organisation and support the development of key strategies.
- Represent and participate in NEMISA's committees and/or task teams.
- Attend meetings and present findings and proposals to members and management.
- Represent the Institute at external events when required.

- Collaborate with stakeholders in developing and implementing partnership project plans.
- Monitor progress, performance and retention of projects.
- Provide required change management support in the implementation of strategic partnerships projects and programmes.
- Manage customer relationships at both strategic and operational level for all designated projects and strategic partnership Institutions.
- Identify and manage critical risks in strategic partnership projects and programmes.
- Facilitate project meetings and workshops related to partnership projects and programmes.
- Oversee projects steering committee meetings and/or workshops.
- Ensure that all partnerships and projects are managed and administered in line with NEMISA policies.
- Provide advice and guidance to internal and external stakeholders in the implementation of partnership projects.
- Work closely with stakeholders to facilitate project delivery and deal with challenges.
- Develop policies and procedures for stakeholder relationship management.
- Inform and design policies and procedures for the purpose of strategic partnership advancement.
- Identify training programme risks and provide a mitigation plan.
- Conduct business unit's regular risk assessments.
- Ensure that the business unit complies with all policies and practices as prescribed by the Institute, and relevant legislation.
- Ensure that all business units comply with relevant policies.
- Monitor and ensure that all funding initiations comply with all relevant policies and prescripts.
- Compile the annual budget for the business unit.
- Ensure the monitoring and controlling of expenditure of the unit in line with the budget.
- Compile and submit accurate financial data in accordance with prescribed guidelines, standards and formats.
- Identify deviations from the budget and take remedial action.
- Manage the business unit's cash-flow and expenditure.
- Motivate the acquisition of assets and resource requirements as required.
- Manage and coordinate business unit resources.
- Provide required training and development to employees to ensure optimal performance.
- Manage subordinates by allocating work, assessing progress, and providing training and coaching where necessary.
- Determine staffing requirements and ensure the proper recruitment and selection of high performing human capital.
- Ensure that training interventions are aligned with the Institute's and employees' needs.

The list of duties is not exhaustive.

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. Universities, Technikons, Colleges, etc.

Level of Education:	Minimum:	Ideal:
	<ul style="list-style-type: none"> • A postgraduate qualification in Business Management, Marketing or related. 	<ul style="list-style-type: none"> • N/A

Job-related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience, that has some bearing on the job, and it is not restricted to the current organisation. Supervised on-the-job training internships and learnerships are incorporated within this category.

Level of Job-related Work Experience:	Minimum: <ul style="list-style-type: none"> • 5-7 years' management experience in Strategic Networking, Partnership Management. • 3-5 years Marketing/stakeholder management experience. • Knowledge and experience in developing strategic partnerships. • Knowledge of stakeholder mapping. • Knowledge of relevant legislation. • Knowledge of leadership and management principles. • Knowledge of business continuity and disaster recovery principles and practices. • Knowledge and understanding of public sector funding and sponsorship processes. 	Ideal: <ul style="list-style-type: none"> • N/A
Job-related Skills and Competencies <i>Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.</i>		
Job-related Skills and Competencies:	Behavioural: <ul style="list-style-type: none"> • Problem-solving skills • Decision-making skills • Conflict management skills • Confidence • Working under pressure • Prioritising • Quality and service focus • Integrity • Accountability • Efficiency • Professionalism • Flexibility and adaptability 	Technical: <ul style="list-style-type: none"> • Stakeholder engagement • Project Management • Negotiation skills • Leadership skills • Planning and organising • Business writing skills • Time management • Analytical thinking • Written and Verbal Communication skills

Important note:

- Please email through comprehensive CV and certified copies of qualifications/supporting documents to: msp@mjvrecruitment.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to shortlisted candidates.
- NEMISA reserves the right to not make an appointment.
- Closing Date: **07 May 2025 (16:30)**

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within

wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports the achievement of our Employment Equity goals.