



2024 Vacancy

Position Available: General Manager

Closing Date: 19 February 2024

Time: 14:00

The SAEEC is seeking a **General Manager** to providing leadership, ensuring operational efficiency, managing finances, and driving strategic initiatives that contribute to the success and impact of the SAEEC in promoting energy efficiency in the Southern African region.

Leadership and Direction: He must provide leadership and strategic direction to the SAEEC, guiding its overall mission, vision, and goals. They set the tone for the SAEEC's operations and ensure alignment with its objectives.

Operational Efficiency: The General Manager oversees the day-to-day operations of the SAEEC, ensuring that processes run smoothly and efficiently and responsible for resource allocation, staffing, and maintaining the necessary infrastructure to support the SAEEC's activities.

Stakeholder Management: As the primary point of contact for clients, partners, and other stakeholders, the General Manager will play a key role in building and maintaining relationships. They ensure that the SAEEC meets the needs of its stakeholders and fosters a positive reputation within the industry.

Financial Management: The General Manager is responsible for managing the SAEEC's finances, including budgeting, financial reporting, and ensuring compliance with financial regulations. They play a crucial role in ensuring the SAEEC's financial sustainability and accountability.

Strategic Planning and Execution: The General Manager works closely with the Board of Directors, Board Members and Committee members to develop and execute strategic plans for the SAEEC. They identify opportunities for growth and innovation, as well as potential risks, and develop strategies to mitigate them.

Project Management: The General Manager oversees the planning, execution, and monitoring of projects undertaken by the SAEEC. They ensure that projects are delivered on time, within budget, and meet quality standards, contributing to the SAEEC's overall success.

80% of Key Responsibilities:

- Ensure the profitable growth and expansion of programs, and events while building brand awareness;
- Collaborate with relevant stakeholders to influence policy decisions and shape the regulatory landscape
- Recognize opportunities to profile SAEEC members on various platforms;
- Maintenance of strategic business development;

- Human resource management and administration;
- Represent the association in high-level meetings, conferences, and forums to advocate for energy efficiency policies and initiatives;
- Identify and secure suppliers, financial sponsors and community partners;
- Implementation of risk management and governance systems within SAEEC;
- Ensure compliance with legal and regulatory requirements and uphold the highest standards of integrity and accountability.
- Oversight of the organisation's financial management portfolio;
- Identify and pursue funding opportunities, grants, and sponsorships to support the association's activities and initiatives.
- Responsible for the SAEEC Research and Publication portfolio;
- Regulatory advocacy across different stakeholders;
- Development of the business strategy in conjunction with SAEEC directors;
- Maximise the membership value proposition – ensuring that members and stakeholders receive value from SAEEC;
- Accountable for processing applications and on-boarding new members;
- Accountable for membership communication and engagements;.
- Define clear roles and responsibilities for administrators, outlining their specific duties, tasks, and areas of accountability
- Encourage collaboration and teamwork among administrators and management, Directors and Board Members.

Qualifications:

- Background in Policy/Regulatory Affairs/Law would be beneficial
- Background relevant field such as Energy Engineering, Environmental Science, Business Administration, Management, or a related discipline would be beneficial
- Experience in a leadership or managerial role, preferably within the energy efficiency sector or a related field.
- Ability to work independently and carry out assignments to completion within parameters of instructions given.
- Willingness to serve as a spokesperson for the association and represent its interests in external forums.
- Strong understanding of energy efficiency issues, policies, and best practices.
- Excellent communication and negotiation skills, with the ability to influence decision-makers and build consensus.

The ideal candidate for the position of General Manager at SAEEC should possess a combination of educational qualifications, professional experience, and specific skills and competencies relevant to energy efficiency, along with a passion for driving sustainable energy solutions in the Southern African region.