

## Job Description: Chief Operations Officer

OneWorld Sustainable Investments (OW) is a sustainable development-consulting organisation focused on adaptive development and resilience building within the context of changing climate and resource constraints (see [www.oneworldgroup.co.za](http://www.oneworldgroup.co.za)). It has offices in Cape Town, South Africa and Brussels, Europe, and operates across Africa and Asia.

OneWorld delivers advisory services, research and thought leadership across four programmes of work: **i) Climate Change:** Building and applying evidence of climate impacts for development, people and economies to inform inclusive policy strategies and financing solutions; **ii) Natural Resources:** Advancing governance and sustainable financing for water, land-use, and biodiversity resource development across administrative and political boundaries; **iii) Urban Resilience:** Facilitating sustainable urban densification, mobility and municipal governance reform for inclusive cities that secure development gains and enhance the lives of all citizens, and; **iv) Energy Transitions:** Envisioning just transformational pathways and mobilising green economies to deliver low carbon societies where all benefit from the gains.

Our clients and beneficiaries include donors and International Cooperation Partners, African and Asian governments, transboundary institutions such as River Basin Organisations, continental and regional political, economic and trade communities and climate negotiation blocs in developing countries, as well as the private sector – from SMEs to large industry. We work at a science-policy-development interface and provide technical and policy advisory services to our clients and beneficiaries. A particular strength is our ability to bridge public and private interests in navigating the global-local sustainable development agenda.

### Purpose

Your main task is to lead and develop the strategic development of OneWorld together with the CEO, the Commercial Director, and OneWorld's project management team. You will have the principal role in managing OneWorld's operations and coordinating the work of the four programmes, including OneWorld's office in Brussels. The COO is responsible for major OneWorld processes such as the annual Action Plans to implement OneWorld's current strategy (2018-2023) and OneWorld's project and financial results reporting. You will be a primary contact with our clients, and coordinate OneWorld's approach to our clients and funders where multiple programmes, and/or clients and funders interact.

Your responsibility will also include leadership and staff development and internal planning and reporting processes, both externally and to the Directors. Delivering against OneWorld's core values - passion, inclusiveness, integrity and quality – through effective teamwork, is very important to us.



You will ensure value is being added to the business by effectively and continuously developing and improving operational effectiveness. through the design, implementation and evolution of business processes and people competencies throughout all of OneWorld's operations. You will fulfil an objective role of continually designing, integrating and aligning all business operations processes to meet defined strategic, operating processes and associated revenue targets.

### **Reporting and Management Structure**

The COO will report to the CEO and to the Commercial Director and will be responsible for managing a small team of administrative, technical advisory and research staff. The COO will also be responsible for optimal relationships with and delivery of OneWorld's Associates and sub-contracting organisations.

### **Responsibilities**

- Manage and coordinate implementation and follow-up of OneWorld's Strategy;
- Lead and coordinate OneWorld's programme and project operations and activities;
- Overarching responsibility for OneWorld's programme and project portfolio management;
- Manage OneWorld's annual Action plans, implementing the Strategy, including internal consultative process in preparing and implementing the plans and aligning staff performance management plans against these;
- Liaise and dialogue with clients and funders to continuously align OneWorld's delivery with expectations;
- Oversee knowledge management at OneWorld and coordinate associated activities;
- Ensure streamlined and optimal business development delivery;
- Staff responsibility for the project managers responsible for the different programmes, and the OneWorld European office in Brussels;
- Responsibility for recruitment processes and procedures.

### **Support the CEO in:**

- Managing, developing and coordinating the overall work and operation of OneWorld;
- Strategic development of OneWorld;
- Generating strategic networks of project, financing and delivery partners;
- Coaching and mentoring of staff;
- Drafting and presenting reports to the Directors, and to Clients and Funders.

### **Requirements**

- A minimum of a master's degree in a field related to sustainable or international development, or areas relevant to OneWorld's programmes of work. Highly relevant experience coupled with an Honours degree in a relevant field could be considered;



- At least 10 years leading teams or organisations in sustainable or international development, or equivalent areas
- Outstanding track record and proven excellence in leading operations and strategic development of project portfolio management
- Proven record of developing project portfolios, and successful project and programme proposals, for sustainable or international development, or equivalent areas
- Excellent skills in partnership relations management
- Proven record in establishing and maintaining networks
- Solid knowledge in sustainable development and climate change/natural resources/energy transitions/urban resilience
- Skilled in representing an organisation externally, and a compelling public speaker
- Ability to inspire an organisational culture marked by trust, accountability, team-building and compliance
- Excellent interpersonal skills and experience working in a multi-cultural environment
- Proven ability in decision-making, problem-solving, and creative thinking
- Substantial knowledge of international development financing
- Fluent in English (written and spoken)
- More languages (French, Portuguese, Spanish) considered an advantage
- Demonstrated ability to write publishable papers and reports
- Flexibility to travel

To apply, please submit a CV and a motivation cover letter that responds directly to the requirements set out in this advert, to [recruitment@oneworldgroup.co.za](mailto:recruitment@oneworldgroup.co.za) by the 10<sup>th</sup> January 2020. A recent piece of written work would be helpful in assessing your application. Only shortlisted candidates will be contacted.

