

VACANCY AD – NOVEMBER 2020 (APPLICATION DEADLINE: 11 DECEMBER 2020)

1. POSITION

Position Title: Urban Data Project Manager – twelve-month contract (12), renewable

Location/Area: South African Cities Network (SACN) Main Office
Braamfontein, Johannesburg

Position Reporting To: Programme Manager: CDS

Start Date: ASAP; Ideally by 04 January 2021

2. POSITION DETAILS

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JOB TITLE: Urban Data Project Manager	GRADE:
INCUMBENT: Vacant	REVIEW DATE: June 2020
NO OF INCUMBENTS: 01	REF. NUMBER:
LOCATION: Braamfontein	MANAGER: PM: Well Governed Cities

2. APPROVALS			
APPROVED	NAME	SIGNATURE	DATE
Analyst			
Incumbent			
Supervisor			

3. DESCRIPTION
<p>Background</p> <p>The South African Cities Network (SACN) is an established network of South African cities and partners that encourages the exchange of information, experience and best practices on urban development and city management. Since 2002 the SACN's objectives are to:</p> <ul style="list-style-type: none"> Promote good governance and management in South African cities Analyse strategic challenges facing South African cities

Directors: Ms. Yolisa Kani (Board Chairperson & Non-Executive), Mr. Ashraf Adam (Non-Executive), Ms. Nontando Ngamlana (Non-Executive), Dr. Modjadji Malahlela (Non-Executive) & Mr. Sithole Mbanga (CEO)

SACN Council Chairperson: Cllr. Xola Pakati (Executive Mayor of Buffalo City Metropolitan Municipality)

Company Registration Number: 2002/031754/08 / **Non-Profit Organisation Number:** 032-488-NPO

- Collect, collate, analyse, assess, disseminate and apply the experience of large city government in a South African context
- Encourage shared learning partnerships among spheres of government in order to enhance good governance of South African cities.

The SACN has published a State of South African Cities Reports (SoCR) since 2004, and each of these reports present a 5-year perspective on the performance and conditions of South Africa's largest cities, with a focus on the SACN member cities (primarily SA's metropolitan municipalities). The SoCR process has included a data almanac section in which key metrics relating to each of the nine largest cities in the Country are captured. It has been long-envisioned to have an online city data portal that allows dynamic sharing, access and use of live data and indicators that are important to cities. The South African Cities Open Data Almanac (SCODA) was launched in conjunction with the State of Cities Report 2016.

SCODA (<http://www.scoda.co.za/>) is a city-centric data portal that aims to support the planning, management, monitoring, and reporting needs of cities. With the fast-changing and increasingly complex dynamics of contemporary South Africa where the majority of people now live in cities, monitoring how cities are planned and managed is important. Indicators are critical to effective planning and management in urban contexts, organising information sets into simpler, and easier to understand and compare 'measures' of what is happening. Good urban indicator sets allow for a longitudinal perspective (i.e. change over time) and comparisons between cities locally, continentally and internationally, enabling cities to assess how effectively they are engaging with their objectives.

SCODA currently contains data and indicators organised around SACN's key thematic areas:

- Productive cities
- Inclusive cities
- Sustainable Cities
- Well-governed cities
- City demographics

Each theme has a set of core and secondary indicators.

SCODA is run by the South African Cities Network (SACN), in partnership with Open Data Durban (ODD) is, a non-profit civic technology lab that implements and advocates for open data, open government, and civic technology in order to encourage the exchange of information, experience and best practices on urban development and city management.

The SCODA site provides a framework to enable an ongoing process of making city data accessible. Through a partnership with the World Council for City Data, SCODA also seeks to align to the ISO 37120 Standard on City Indicators so that South African cities can learn from global practice, and also benchmark themselves against international peers.

Key Role & Responsibilities

SACN seeks to appoint an Urban Data Project Manager to manage the maintenance, development, and design of the SCODA portal. The key tasks of the Urban Data Project Manager are as follows:

- Stakeholder management: Engage with internal SACN team, its immediate partners and member cities, and external actors to facilitate access to data and information for the maintenance and upkeep of SCODA. The incumbent would also be responsible for the management of the partnership relationship between the SACN and ODD;
- Data management: Manage the sourcing, cleaning, collation and analysis of urban data;

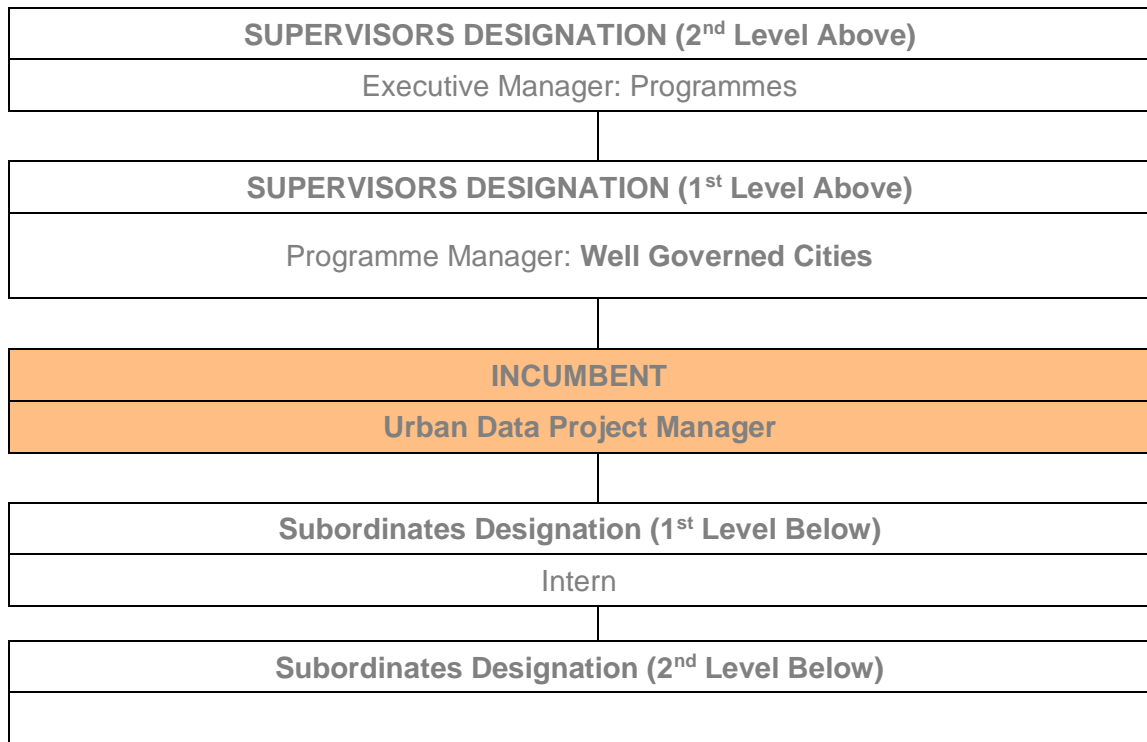
- Design & platform development: Identify and articulate design needs for further development of the SCODA platform.

The successful project manager would have an understanding of the South African urban planning / local governance and public administration domains so as to be able to analyse and interpret large data sets; to engage with government administrations; curate the interactive sharing of this information through the SCODA platform; and to support data-driven solutions to urban challenges among targeted stakeholders (these primarily local authorities and the SACN itself).

The successful outcome will be the effective development and deployment of the SCODA platform as a usable and useful commons for metro data champions and other core user groups identified, including ensuring that it can serve as a resource for SACN’s State of Cities Reporting.

4. ORGANISATIONAL STRUCTURE

Organisational structure showing the position with two positions above and two positions below.



5. EDUCATION (Minimum level necessary to perform the job).

1.1 Ability	
1.2 School	Grade 12 or Equivalent

1.3 Professional / Tertiary	<p>Bachelor's degree or certification in a relevant field such urban or development planning, social science, etc. with some informatics, economics, or computer science as a major.</p> <p>A successful Data Scientist should also be fluent in at least one object-oriented programming language, with preference for Python, R, Java or Scala) example of how we need to unpack relevant technical skills.</p>
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<p>6. EXPERIENCE (Minimum necessary before being considered for the Job)</p> <ul style="list-style-type: none"> • Experience in active data science work (including statistical and data mining techniques). • Strong project management experience and the ability to take initiative. • Strong problem-solving skills with emphasis on user requirements and developmental objectives. • Experience working with and creating data architectures. • Knowledge of advanced statistical techniques and concepts and experience with applications. • A drive to learn and master new technologies and techniques. • Experience analysing and visualizing data. • Excellent written and verbal communication skills for coordinating across teams, engaging a wide variety of stakeholders from multiple disciplines, and managing a range of expectations • Demonstrated experience and comfort working with a diverse range of stakeholders and functional teams (particularly in a small and dynamic office environment), and willingness to learn and teach in a complex and diverse environment • Familiarity with the research or practice around issues which the SACN concerns itself with (urban development planning, local governance, public administration) would be an added advantage.
<p>7. TRAINING (Essential training received in addition to the above experience to perform the job).</p>
<ul style="list-style-type: none"> • SACN Strategy 2021, Business Plan and Annual Performance Plan • SACN Systems: SharePoint, SCODA, State of the City Reports
<p>8. PERIOD OF ON-THE-JOB TRAINING</p>
<p>NA</p>
<p>9. CORE COMPETENCIES</p>
<ul style="list-style-type: none"> • Project management • Data reporting technologies, including complex data representation and infographics • Effective communication skills • Exceptional attention to detail / quality assurance. • Excellent customer service skills • Adaptive and proactive <p>Minimum qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree or equivalent practical experience

10. POTENTIAL CAREER PATH GUIDELINE		
CAREER PATH OPTIONS		
UPWARDS WITHIN DEPARTMENT		LATERAL BASED ON SKILLS OBTAINED
	Programme Manager: Systems	
INCUMBENT	Urban Data Project Manager	

3. TIME SCALE

This is a contract rather than a permanent post. The position is envisaged as a twelve-month (12) contract post, with the possibility of renewal or extension into a longer-term position based on viability and performance.

4. APPLICABLE TERMS & CONDITIONS

This post is advertised on a rolling basis. The SACN reserves the right to award this post as soon as a suitable candidate is identified, as well as the right not to award at all or to renegotiate its terms, subject to circumstances and adequacy of submissions. If you do not hear from us within a month of the closing date, please regard your application as unsuccessful. Correspondence will be entered to with shortlisted candidates only.

5. SUBMISSIONS AND ENQUIRIES

Potential candidates meeting the post criteria are invited to provide SACN with the following:

- A covering letter indicating understanding of the post requirements, and any particular qualities or suitability; and
- A current Curriculum Vitae that includes relevant contact details and current references.
- **The closing date is 8 December 2020 at 17h00.**

E-mail your applications to khosi@sacities.net. Technical enquiries may be directed to geoffrey@sacities.net

Published November 2020 ©SACN