



# SUSTAINABLE SEAS TRUST

SUSTAINABILITY & POVERTY ALLEVIATION THROUGH EDUCATION

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07 January 2021

## CHIEF EXECUTIVE OFFICER DESIGNATE POSITION

The Sustainable Seas Trust (SST) is inviting applications from suitably qualified persons for the position of Chief Executive Officer designate. SST is a South African registered charitable trust, NPO and PBO with a mandate to undertake research, education, sustainability, socio-economic and environmental rehabilitation programmes in Africa. Among its top sustainability programmes is the African Marine Waste Network which is a multinational initiative to improve management of plastic waste in Africa, with a view to helping Africa move increasingly towards zero plastics to the seas.

### SST Focus Areas:

Sustainability, research, education, plastic waste management and coastal rehabilitation are SST's primary fields of endeavour

SST is engaged in sustaining coastal environments and the communities that depend upon them. The SST catch phrase is "sustainability and poverty alleviation through education", which depicts its drive to sustain the environment for the benefit of those whose livelihoods depend upon marine and estuarine resources. Education and skills development are key in supporting sustainable local economic development through job creation, capacity building and enterprise development opportunities. Accordingly, understanding of marine conservation, coastal rehabilitation, the marine biodiversity of Africa and the role of education are essential. Equally, SST manages the African Marine Waste Network, which has the mandate to work in Africa. Therefore, the CEO-designate must have a thorough understanding of plastics at every stage of the value chain, with a view to using such expertise to lead the programme in guiding the continental and island states of Africa towards zero plastics to its seas. Currently, SST is working with the Abidjan and Nairobi Conventions, UNEP, WIOMSA, several governments, industry, universities, NGOs and societies. Since SST is based in Port Elizabeth, its primary focus area is South Africa.

### Leadership:

Strong, inspirational leadership with regard to people, thought, knowledge and vision are necessary. The SST team is working in many disciplines requiring guidance in every sphere of activity. The CEO must have skills in NGO management, consultancies, project management in research, education, films and events. An ability to coordinate and oversee the administration of SST including human resources, information technology, finances, programme development, and project quality management, including monitoring and evaluation of all activities and products is necessary. The CEO will be supported by various senior personnel.

**Initial period in tandem with current CEO:**

Given the multidisciplinary approach and the extensive fields of operation, the current CEO will work alongside the CEO Designate for a period of time, during which a smooth transition will be planned. This is why the position is advertised as CEO Designate, but the intention is that the appointee will become the CEO.

**Reporting:**

The CEO is primarily accountable to the Board of Trustees and secondarily to any organization with which SST has contracts.

**Qualifications required:**

Marine science and/or environmental related studies are preferred. Qualifications in aspects of the management of plastics is an alternative or ideally an addition to the environmentally orientated qualifications. Given that the CEO will be leading a well-qualified team, a Master's degree or higher in an appropriate discipline is a prerequisite. In addition, working experience is necessary in either or both marine sustainability or/and plastics industry and plastic waste management.

A period of at least 10 years of professional experience of which five years should have been in leadership position are desirable to demonstrate success in providing the academic and practical leadership that sets and surpasses standards.

**Carrying SST into the future:**

The CEO is responsible for setting aspirational goals, defining the vision and providing the road map of how to achieve the vision.

**National and international liaison and networking:**

Given the national and international role played by SST, the CEO must have experience of dealing with local and national governments, as well as international organizations, including multilateral and bilateral organizations. Ideally, the CEO should have national experience of working with government, academia, business and communities in South Africa, as well as having sound knowledge of working with foreign governments. International experience, particularly within Africa, would be of benefit, principally if the applicant has lived and worked in other African countries.

**Languages:**

The CEO must have excellent skills in written and spoken English. In addition, competence in another language of Africa, especially French, Swahili or Portuguese would be an advantage. Since SST works in South African coastal areas, competence in isiZulu or isiXhosa would be an advantage.

**Guidance, policy and standards:**

The CEO is responsible for guiding the direction and policies of SST, ensuring at all times that the organisation is addressing national and international issues of importance. It is also the CEO's role to remain UpToDate with developments in all fields of value to SST thereby ensuring that SST is becoming a leader in its primary fields of endeavour. Clearly, a global perspective is necessary.

The CEO must inspire performance excellence and set the standards of content and presentation for all products of SST. In similar vein, the CEO is responsible for ensuring that the image and marketing, including branding, is accurate and positive. This requires that the CEO must ensure that all products portray SST accurately and that its ethics, core values and code of conduct are beyond reproach. Clearly, positive fruitful relationships with the media, government, business, academia, societies, clubs and civil society are essential and need to be reflected on the websites and in social media.

#### **Financial management and fundraising:**

SST is dependent on contracts, grants, sponsorship, and donations therefore experience and success in fundraising is a prerequisite. Donated funds must be carefully managed and used precisely as agreed. A high level of proficiency in financial management, including planning (budgeting) and reporting must be demonstrated.

#### **Overview of primary tasks:**

The CEO is responsible for all aspects of the running of SST, including the projects, fiscal management, reporting to trustees and stakeholders, and, as the primary spokesperson, the CEO will lead communications with the media and at national and international meetings. More specifically, the CEO will:

- Work with all staff and trustees, agree on the vision and mission of SST, its goals, core values and ethics. These should be reassessed annually.
- Oversee performance of the office and administration as well as all projects of SST, operating where appropriate through heads of teams and units. With regard to fiscal management, the CEO will liaison with SST personnel, trustees, the accountants and the auditors of SST.
- Assume responsibility for all contractual obligations of SST, ensuring that quality products (narrative and financial reports) are delivered in accordance with the stipulations of contracts.
- Ensure that SST raises funds to support current and new projects and grows the endowment trust funds.
- Promote SST nationally and internationally, paying especial attention to caring for the existing network of stakeholders and growing the network.
- Be the primary spokesperson and communicator for SST, representing SST appropriately at every level in meetings and with the media.
- Approve and sign on behalf of SST all internal contracts with personnel and all external contracts with consultants, funding agencies or those partners with which SST has MOUs or MOAs.
- Provide the guidance to ensure that all team members do report professionally on all contracts and undertakings, and promote SST through publications, reports, films and other outputs.
- Report regularly to trustees and be the primary link between trustees and the advisory panel. Also ensure that the staff are properly represented to trustees and the advisory panel and equally that the staff are informed about decisions/recommendations of trustees and the advisory panel.
- Continuously monitor and evaluate progress of all aspects of SST, calling on middle-management for support in these M& E activities.

**Further position details:**

**Based:** Port Elizabeth, Eastern Cape, South Africa

**Duration:** This position has a long-term perspective, but initially the position will be annually reviewed, based on performance.

**Start Date:** The starting date is flexible, but with a view to starting as soon as a mutually agreeable date can be found in 2021.

**Remuneration:** Salary scales for this position will be provided on request.

**How to apply:**

Applications should be submitted to [info@sst.org.za](mailto:info@sst.org.za) by 12th February 2021. Please use the following email subject when you submit your application, **JOB APPLICATION: CHIEF EXECUTIVE OFFICER DESIGNATE**. Your application should include:

- Letter of motivation
- Curriculum vitae
- Proof of qualification(s)
- Contact details of at least three references

Shortlisted candidates will be contacted on or before 26th February 2021.

