

**UNIMA**  
SOUTH AFRICA



The South African Association of  
Puppetry and Visual performance

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NAME:			
JOB TITLE: GENERAL MANAGER			
BACKGROUND: Responsible for the efficient running of the entire organisation.			
KEY RESPONSIBILITIES FOR 12 MONTHS FROM START OF CONTRACT			
<ul style="list-style-type: none"> <li>• GENERAL MANAGEMENT</li> <li>• ACCOUNT MANAGEMENT</li> <li>• FUNDING</li> <li>• NETWORKING</li> </ul>			
SKILLS	KNOWLEDGE	ATTITUDE	MEASUREMENT
<i>Must do</i>	<i>Must know</i>	<i>Must be aware of</i>	<i>Must get to</i>
<ul style="list-style-type: none"> <li>• Planning administration               <ul style="list-style-type: none"> <li>○ Organizational Development</li> <li>○ Management</li> <li>○ Provide leadership and vision to the organization by assisting the Board and staff with the development of strategic plans while evaluating and reporting on</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Excellent knowledge of administration within an organization</li> </ul>	<ul style="list-style-type: none"> <li>• Organizational culture, policies and processes</li> </ul>	<ul style="list-style-type: none"> <li>• Well run organization within the boundaries of the Policies</li> </ul>

progress of plans			
<b>SKILLS</b>	<b>KNOWLEDGE</b>	<b>ATTITUDE</b>	<b>MEASUREMENT</b>
<i>Must do</i>	<i>Must know</i>	<i>Must be aware of</i>	<i>Must get to</i>
<ul style="list-style-type: none"> <li>• HR <ul style="list-style-type: none"> <li>○ Recruitment of staff</li> <li>○ Employee development and training</li> <li>○ Policy development and documentation</li> <li>○ Employee relations</li> <li>○ Performance management and improvement systems</li> <li>○ Compliance to regulatory concerns and reporting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Human Resource processes <ul style="list-style-type: none"> <li>○ Recruitment</li> <li>○ Training</li> <li>○ Policies</li> <li>○ Employee relations</li> <li>○ Performance management</li> <li>○ Regulatory compliance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• HR needs <ul style="list-style-type: none"> <li>○ Organizational design</li> <li>○ Capability gaps</li> <li>○ Corporate governance</li> <li>○ Emotional intelligence and leadership</li> <li>○ KPI setting and monitoring</li> <li>○ Statutory regulations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Positive team <ul style="list-style-type: none"> <li>○ Job load spread evenly</li> <li>○ Competent staff</li> <li>○ Clear policies well adhered to</li> <li>○ Happy staff</li> <li>○ Staff attaining their KPI's</li> <li>○ Well run organization according to regulatory design</li> </ul> </li> </ul>
<b>SKILLS</b>	<b>KNOWLEDGE</b>	<b>ATTITUDE</b>	<b>MEASUREMENT</b>
<i>Must do</i>	<i>Must know</i>	<i>Must be aware of</i>	<i>Must get to</i>
<ul style="list-style-type: none"> <li>• Marketing &amp; PR <ul style="list-style-type: none"> <li>○ Manage all marketing and PR activities for the organization</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Basic Marketing and PR <ul style="list-style-type: none"> <li>○ Excellent writing ability</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Organizational Brand and message <ul style="list-style-type: none"> <li>○ Organization CI</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A well known and understood brand for PSA within the art community as well as the outside community</li> </ul>
<b>SKILLS</b>	<b>KNOWLEDGE</b>	<b>ATTITUDE</b>	<b>MEASUREMENT</b>
<i>Must do</i>	<i>Must know</i>	<i>Must be aware of</i>	<i>Must get to</i>
<ul style="list-style-type: none"> <li>• Financial management <ul style="list-style-type: none"> <li>○ Oversee preparation of annual budget, regular variance statements and audit</li> <li>○ Provide vision regarding overall financial health of the company</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Accounting and management of cash flows <ul style="list-style-type: none"> <li>○ Budgets</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Cash flow and project expenses</li> </ul>	<ul style="list-style-type: none"> <li>• Healthy financial status</li> </ul>

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<i>Must do</i>	<i>Must know</i>	<i>Must be aware of</i>	<i>Must get to</i>
<ul style="list-style-type: none"> <li>• Fundraising <ul style="list-style-type: none"> <li>○ Ensure that all calls for fundraising are successfully completed</li> <li>○ Manage all fundraising activities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising principles</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of all the various opportunities within the fundraising scope for NGO's in the Arts</li> </ul>	<ul style="list-style-type: none"> <li>• Raise enough funds to support the programmes fully</li> </ul>