



KEY TERMS OF JOB

Job title	TRi Facts general manager
Location	Johannesburg, South Africa
Reporting to	Deputy Director
Contract	Fulltime role on a permanent employment contract
Salary	Competitive

KEY RESPONSIBILITIES

The fulltime manager will be responsible for the efficient day-to-day running of the Tri Facts unit. The work will involve:

- Development of strategy and business plan for unit in line with broader organisational goals of Africa Check (in agreement with Deputy Director)
- Development of work plans in line with strategy (in agreement with Deputy Director)
- Development and management of training modules, course manuals, and research methodology (in consultation with Deputy Director and liaison with the head of research and training)
- Pitching and presentations to clients in South Africa and development of a marketing operation outside South Africa
- Project management, with responsibility for the completion of client requirements.
- Brokering partnerships with other organisations, where necessary, to advance the work of TRi Facts.
- Development and maintenance of a network of freelance researchers and training facilitators to deliver these services, in liaison with the head of research and training services.
- Acting as spokesperson for the unit.

QUALIFICATIONS AND EXPERIENCE



**Africa
Check**
Sorting fact from fiction

The general manager will possess a diverse range of skills including business development, project planning, training facilitation and talent management.

To be successful, candidates must be able to demonstrate:

- Minimum 10 years workplace experience in either journalism or media or communications or academic/research institutions.
- Must show proven competency at developing and managing processes and managing people.
- Must have an excellent command of English, and be skilled in writing, briefing and editing – either for commercial or specialist media or communications, or in an academic environment.
- Excellent numeracy skills are essential. Competence with statistics and or data is an advantage.
- Experience in teaching or training is an advantage.
- Ability to work to very tight deadlines, and able to produce written reports to brief, with fast turnaround. Candidate should be able to show experience working with deadline pressures in past positions
- Ability to represent TRi Facts at public events.
- Ability to identify commercial opportunities.
- Strong background in curriculum development, facilitation, monitoring and evaluation.
- Ability to plan, multi-task and manage time effectively.
- Strong record keeping ability for reports and training manuals.