

Job Description

Job title	Portfolio Manager: South Africa Cities	Location	Johannesburg, South Africa
Department	Programmes	Length of contract	Until end of December 2027
Role type	Up to 30% nationally/ internationally or as required	Reporting to	Manager: Country Lead – South Africa
Travel involved	Some national and international travel may be required	Direct reports	N/A

Who we are

Clean Air Fund is a philanthropic initiative that works around the world with governments, funders, businesses, and campaigners to deliver clean air for all as fast as possible.

We all need clean air. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats. Over 7 million people die every year as a result of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

But it's far from only a health problem. Since both air pollution and climate change are mainly caused by burning fossil fuels, they share many of the same solutions.

How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air.

- At a global level, we raise air pollution up the political agenda, galvanise commitment to international targets, support standard setting and knowledge development and mobilise funding for the air quality field from philanthropies and Official Donors. Current global partners include C40 Cities Climate Leadership Group, the World Economic Forum, and the World Health Organisation.
- At a national level, our work in selected 'lighthouse geographies' is designed to test what works and support change. We work in India, Ghana, EU (with a focus on Poland), UK, South Africa.
- Alongside our in-country and global activities, we focus on themes such as air quality data, health and stakeholder groups such as businesses, to build and support a movement for clean air.

What we offer and expect

We are a rapidly growing organisation that is clear about what we offer and what we expect from everyone in the team. Updated August 2023 2

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious and successful organisation that has doubled its funding, raising over \$100m in the last six months, and through our dedicated and supportive colleagues has delivered measurable impact. We offer a competitive reward package and flexible working plus a commitment to supporting your learning and professional development.

Everyone who works with us is expected to share our values – collaborative, dynamic and evidence-informed – and to do their utmost to deliver our strategic objectives according to their role. As a relatively new organisation, we are intentional about building trusting relationships and to facilitate a strong culture across the team everyone comes into the office for 50% of their time. As we are growing rapidly, comfort with change and the ability to work at pace is vital, as is the desire to improve, to engage across and to grow with the organisation.

Country Background

Air pollution has emerged as one of the most complex environmental and public health challenges in countries such as South Africa. It is officially responsible for around 30,000 premature deaths per annum, with links to respiratory diseases, CPD, cancers, as well as anxiety and depression. It generates huge losses in economic productivity, and places pressure on the South African Health Service. The impacts of air pollution are not experienced equally, with those living in urban areas, and in Mpumalanga, particularly exposed.

South Africa has an active network of civil society organisations, universities and campaigners that is working to address air pollution across South Africa. There are clear opportunities to support the implementation of national regulations and policies (for example through the Just Transition), as well as drive change in key Provinces and cities, such as Johannesburg, Tshwane, Ekurhuleni and eThekweni.

The Clean Air Fund is working with partners in South Africa to:

- Strengthen the evidence base on air quality and its impacts of health, society and the economy
- Support citizen engagement and awareness to empower communities to demand clean air
- Foster cross-sectoral collaboration – from health to energy, transport and urban planning – so that solutions are sustainable
- Build capacity for equitable climate and air quality action, ensuring that interventions benefit all.

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Job purpose

The Portfolio Manager will help to deliver the Clean Air Fund's mission through high quality support to core work areas. This includes the design, management and monitoring of philanthropic initiatives and programmes, project and grant management, as well as the design and management of partnerships and communication efforts. The Portfolio Manager will also input into the strategy development of their main work area.

Scope of role

The post holder works on projects across multiple teams and task managers in a matrix system. This role will support the South Africa country office and the South Africa Cities portfolio. Tasks will combine managing and supporting a set of grants, as well as managing and supporting a wide range of projects and workstreams across the breadth of the organization. The postholder is responsible for managing his/her own workload, reporting to task managers who hold ultimate accountability and budgets for the portfolio.

Key working relationships

Internally, the role will liaise with:

- Country Lead – South Africa, Breathe Cities Portfolio Manager: Johannesburg, Analyst(s) South Africa team and Respective (Task) Managers across the globe
- The Finance team for budget management and contracting of projects and grants.
- MEL lead to design and evaluate projects, grants and strategies.
- Strategic Partnerships and Communications team for communications and dissemination of work and
- The Programme Director for review and approval of grants and contracts.

Externally, the primary contacts will be:

- Grantees and suppliers for grant and project development and management
- Stakeholders such as policy makers and experts in the field

Key accountabilities

Strategy & Portfolio Management (60%)

- Develop and implement South Africa Cities portfolio strategy under CAF's Theory of Change.
- Support alignment of city work with Breathe Cities, country and global strategy.
- Identify opportunities for grant-making, partnerships and strategic interventions.

- Lead the end-to-end grant management process for a portfolio of grants within the city programme in South Africa, from idea generation through to contract closing, ensuring that grants deliver their intended outcomes and meet (and contribute to) CAF's evaluation and learning processes.
- Provide regular updates and appropriate escalation of grant management decisions and problem-resolution to the Country Lead South Africa
- Maintain and support continuous improvement of grant management processes, including CAF's grant management system.
- Contribute to CAF's monthly, quarterly, and annual reporting processes for grants under management.
- Ensure grants and projects are aligned with the CAF's monitoring, evaluation and learning (MEL) framework, and that data, learning and insights are collected and reported, working closely with the MEL Manager.

Stakeholder Management (30%)

- Manage relationships with key stakeholders in South Africa Cities portfolio.
- Balance the interests of different stakeholders while ensuring the right decisions are taken to ensure the South Africa Cities portfolio vision can be realised.
- Map stakeholders, identify potential project partners and conduct scoping discussions.
- Establish new relationships to ensure the successful delivery of South Africa Cities portfolio, for example drafting MoUs and declarations including commitments of new partners.
- Report on progress and seek key decisions from the Country Lead South Africa
- Ensure funders and prospective funders are well briefed on South Africa Cities portfolio activities and development in South Africa.
- Identify with grantees opportunities to raise the profile of the South Africa Cities portfolio locally and in wider Clean Air Fund communication and support the development of relevant content or materials in close collaboration with Comms colleagues.
- Work closely with the country lead to build a positive public image of the South Africa Cities portfolio and lead local external communications activities.

Strategy and Vision (10%)

- Lead the development of the SA Cities portfolio local strategy for a city in South Africa (and possibly others in case of expansion), ensuring that it aligns to the external environment, to CAF and partners' broader strategies, and that it underpins an impactful portfolio of grants, working closely with the Country Lead for South Africa and other local partners.
- Feed into the development of the CAF South Africa strategy and ensure alignment to Breathe Cities.
- Input into regular strategic planning processes, including annual reviews against portfolio goals.

Person Specification

Essential technical competencies

- Demonstrable alignment with CAF's mission, values, and goals.
- Experience in project, programme, or grant management.
- Experience in financial management, including the ability to interrogate grant budgets.
- Experience in working on air quality or in an area relating to the cities strategy (across data, campaign and community engagement, and city governance)
- Demonstrated ability to think and act strategically and to be outcome-focused, with experience in working in teams that design and execute strategies on complex issues.

Desirable technical competencies

- Experience with air quality data, campaigning or community organising.
- Experience of budget tracking and financial reporting.
- Sound understanding of principles of monitoring, evaluation and learning.
- Degree in environmental, climate, air quality or public policy.
- Experience in context research, data gathering, analysis and report writing.

Essential behavioural competencies

- Ability to work cooperatively with others across the organization to achieve shared objectives.
- Proven ability to build new and maintain strong formal and informal networks and relationships. Identifies and seizes new opportunities, showing initiative and encouraging it in others.
- Has a problem-solving, can-do approach.
- Ability to plan ahead and adjust effectively to create contingency plans.
- A self-starter, with resilience and interpersonal flexibility
- Effective communicator (verbally and in writing) and able to adjust according to the audience.
- Organised, great attention to detail.
- Inquisitive, and able to think critically and expansively.
- Comfortable working at pace.

Desirable behavioural competencies

- Ability to influence a variety of stakeholders.
- Able to create products that can be used in a range of context including strategic planning, project management, and policy influencing.
- A level of technical knowledge commensurate with a post-graduate qualification in air quality, environmental science, or climate change.

Further information

- The postholder must have the right to work at the location where this position will be based.
- Clean Air Fund will not be able to support visa applications.
- Salary and benefits will meet local package.
- The organisation facilitates working from home up to 50% for most of the roles. The candidate must be willing to initially work from home until a local office is available for use.