

## Vacancy: General Manager

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C4 EcoSolutions is seeking an experienced **General Manager** (GM) to join our dynamic team in Cape Town, South Africa. The GM will be responsible for the day to day management of general operations, developing staff capacity and growing the company's project portfolio. Given that this is a new position in the company, we are seeking a proactive individual who thinks outside the box; that will bring a dynamic perspective to optimise efficiency across the C4 company. The successful candidate will need to understand the complex dynamics of managing a team of highly skilled professionals, in addition to possessing strong communication skills and a meticulous approach to planning and record keeping. C4 is committed to fostering an inclusive working environment and is therefore seeking a candidate who shares our values and will actively support our endeavours to promote inclusivity, diversity, autonomy and well-being across the company.

### About C4 EcoSolutions

C4 EcoSolutions is a consulting company based in Cape Town, South Africa. Our primary work involves the design and implementation of climate change adaptation and mitigation projects in both the public and private sectors. Since our establishment in 2006, C4 has worked on over 180 climate change adaptation and mitigation projects in more than 80 countries across Africa, Asia-Pacific, Latin America and the Caribbean — engaging with a variety of clients including UN Environment, UNDP, IFC, IFAD, GIZ, FAO and the governments of a wide range of developing countries. Given the urgent need for climate action at a global scale, C4 EcoSolutions is actively looking to expand our impact in developing nations across the globe. To achieve this impact, the C4 team engages in multiple different projects in parallel, sharing lessons between projects, as well as drawing on the company's extensive intituitional memory. To learn more about us, please visit [www.c4es.co.za](http://www.c4es.co.za).

### Responsibilities of the role

- Actively suggest and implement new ideas for the company to improve business operations and efficiencies.
- Track resources and capacity across the team and oversee resource allocation.
- Manage project bidding processes, including curating relevant company documents, coordinating technical inputs from relevant staff, compiling and tracking bids, liaising with potential clients and tracking proposed resource allocations for bids.
- Develop new company policies and protocols to improve efficiency both in project development and company management.
- Effectively coordinate the implementation of project management processes, ensure compliance with company protocols, and manage the effective delivery of project documents.
- Maintain clear communication between senior management and staff.
- Track company contracts and ensure all new contracts are captured in the relevant systems.
- Monitor invoicing for project contracts and travel expenses.
- Implement an expense checking system for the company.
- Manage the procurement of office equipment.
- Source and manage service providers, including IT.
- Line management of the HR manager as well as office administration and maintenance staff.
- Oversee performance management processes across the company.
- Train/mentor lower-level managers on effective management.
- Generate reports on company operations and projects and present to the COO and CEO.
- Refine the use of productivity tools such as Microsoft Teams and SharePoint for effective collaboration and sharing of information/resources.



## Criteria for selection

- A degree in Business Management, Project Management, Masters in Business Administration or similar.
- 5-10 years of management experience, preferably including similar-sized private companies.
- Strong understanding of business functions, particularly in small businesses.
- Natural leadership qualities and a willingness to learn from the team.
- Adaptive and flexible.
- Outstanding communication and interpersonal skills.
- Detail-oriented and highly organised.
- Strong work ethic.
- Computer literate.

## Details of the Position

This will be a full-time position, based at the C4 office in Tokai, Cape Town and starting immediately. The salary range for the general manager will be between R400,000 and R500,000 per annum, total cost to company. Specific salaries will be dependent on work experience and qualifications.

## How to apply

Interested candidates should send a CV and cover letter to [Debbie.Buckley@c4es.co.za](mailto:Debbie.Buckley@c4es.co.za). Please note that because of the high volume of applications, only shortlisted applicants will be contacted.