

# Lower Gardens CID - CID Manager Job Profile

**Position:** CID Manager

**Location:** Lower Gardens CID, Cape Town, South Africa

**Salary:** Market related, based on experience

**Application Deadline:** 31 March 2025

## Background

Lower Gardens City Improvement District (CID) is dedicated to enhancing the safety, cleanliness, and overall urban experience of the Lower Gardens area in accordance with the approved CID business plan (<https://www.lowergardenscid.co.za/final-business-plan>). To achieve these goals, we are seeking a proactive and results-driven CID Manager to oversee the effective implementation of the CID's operational and strategic plans.

## Role Overview

The CID Manager will be responsible for ensuring the seamless execution of the CID's approved business plan initiatives, fostering relationships with key stakeholders, and driving the continuous improvement of services within the district. Reporting directly to the CID Board of Directors, the CID Manager will lead a small team, manage partnerships with service providers, and oversee budgetary allocations to ensure the optimal delivery of CID objectives.

## Key Responsibilities:

- Oversee the implementation and management of the CID's Business Plan within the approved budget.
- Lead daily operations, including collaboration with the local municipality, law enforcement agencies, service providers, and the community.
- Manage and coordinate public safety, cleaning, environmental development, and urban maintenance initiatives.
- Develop and execute community engagement programs to encourage stakeholder participation.

- Ensure financial oversight, including budgeting, expenditure monitoring, and financial reporting.
- Work closely with the Board to refine strategies and propose improvements to CID operations.
- Supervise service providers and ensure adherence to service-level agreements.
- Prepare and present reports to the Board and stakeholders on CID activities and performance.
- Maintain governance structures, ensuring compliance with all legal and regulatory requirements.
- Act as the public representative of the CID, engaging with media, businesses, and the broader community.

#### **Required Experience & Qualifications:**

- Prior experience managing a CID, CID portfolio, community projects, or similar urban improvement initiatives.
- Proven experience in budget management, financial oversight, and operational planning.
- Strong leadership skills, with a track record of managing teams and working with multiple service providers.
- Previous experience in public sector engagement and working within governance frameworks.
- Excellent communication and stakeholder engagement abilities.
- Strong organizational skills with a keen eye for detail and problem-solving capabilities.

#### **Preferred Experience & Skills:**

- Familiarity with public safety, urban development, and environmental maintenance best practices.
- A network of relevant contacts within municipal structures, law enforcement, and urban management sectors.
- Demonstrated ability to identify and implement operational improvements.

- Financial literacy and ability to interpret financial reports for decision-making.

**Application Process:**

Interested candidates should submit their CV and a cover letter to [info@lowergardenscid.co.za](mailto:info@lowergardenscid.co.za) by **31 March 2025**. Applications must include contactable references, copies of relevant qualifications, and explicit authorization for background checks (including criminal and credit records).

Shortlisted candidates will be interviewed in April and May 2025, with the goal of appointing the successful candidate as soon as the Lower Gardens CID has been approved by the City of Cape Town council.

Join us in making Lower Gardens a safer, cleaner, and more vibrant community!

**PLEASE NOTE THAT THIS APPOINTMENT IS SUBJECT TO THE LOWER GARDENS CID BEING APPROVED BY THE CITY OF CAPE TOWN COUNCIL, AND THE FORMATION OF THE LOWER GARDENS CID NON PROFIT COMPANY IN ACCORDANCE WITH THE CID BYLAWS.**