

Vacancy



PROGRAMME ASSISTANT

Iranti-org will be hosting a number of important events in 2016. We are looking to recruit a capable Programme Assistant to provide day-to-day administrative and operational support to the programme team. The Programme Assistant must be self-motivated and energetic with an understanding and passion for LGBTI rights.

Duration: Initially 12 months, with possible extension.

Responsibilities

- Organise and manage all logistics and administrative tasks relating to each project;
- Make travel arrangements in line with Iranti-org's rules and procedures;
- Validate, file and update supportive documentation in line with donor requirements;
- Manage and monitor project expenditure;
- Liaise with and draft correspondence to participants and service providers;
- Write status reports highlighting actions taken and outstanding issues
- Develop and work in partnership with all participating CBOs and NGOs and other organisations to deliver the various projects;
- Monitor and report on project progress and implementation, capturing and reflecting on learnings;
- Ensure quality and the timeous delivery of project activities;

Formal Requirements:

- Completion of secondary school education (Grade 12 or equivalent)
- Minimum of one year relevant work experience
- Ability to plan, manage and coordinate projects, partners, people, and budgets;
- Knowledge and user of Microsoft Excel and Word;
- Attention to detail with a high level of initiative;
- Ability to work independently with minimal supervision;
- Good interpersonal and communication skills.
- Fluent in English and ability to write reports;
- Some experience in Human Rights and development sector work.
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Personal attributes:

- Knowledge and understanding of issues of human rights, poverty and inequality with a particular passion for community development, understanding of issues affecting the lesbian and trans* community;
- A positive work ethic;
- Prepared to travel

To apply

Submit a CV (max 2 pages) and a motivation letter (max 1 page) stating why you want this position to: getinfo@iranti-org.co.za by **Monday 11 January**. Persons identified as Lesbian, Gay, Transgender, Intersex are encouraged to apply. Do not send copies of certificates.

About Iranti-org

Iranti-Org is a lesbian and transgender documentation and media organisation established in 2012. It works within a human rights framework to raise issues of sexual orientation and gender identities. To date, Iranti-org has documented hate crimes and human rights violations in South Africa, East and Southern Africa.

www.iranti-org.co.za