

Vacancy



Programme Manager

Iranti-org is scaling up its operations within South Africa and internationally and seeks to appoint an experienced and skilled Programme Manager to be based at its offices in Johannesburg.

The ideal candidate must be self-motivated, energetic and highly organised with a deep understanding and passion for lesbian and transgender rights.

This is a full time position – initial 12-month contract, with a potential to extend for two years and beyond. Applicants must have a South African identity document or a valid scarce skills permit.

Job Duties:

The Programme Manager will be part of the Management Team and will oversee the day-to-day work of the entire organisation, ensuring timely delivery of all Iranti-org projects. Specific duties will include:

- Manage the South African and Regional Programmes including mentoring a diverse team of Lesbian, Trans* and Gender non-conforming staff;
- Monitor and report on all projects (narrative and financial) ensuring compliance with the policies and regulations of the relevant donor organisation;
- Assist in the design and implementation of the monitoring systems for the various projects;
- Support the Executive Director with developing strategic direction for the organization.
- Represent Iranti-org at various stakeholder meetings and processes;
- Manage stakeholder relationships with funders, implementers, NGOs and government;

The Programme Manager will report to the Director. The role, although based in Johannesburg, will require travelling within South Africa and internationally.

Formal Requirements:

- Bachelor's degree from a reputable tertiary education institution;
- Minimum of five years of project and staff management experience
- Valid driver's license;
- Advanced management skills to plan, manage and coordinate projects, partners, people, budgets and risk;
- Fluent in English;
- Excellent communications skills with individuals and groups;
- Excellent report writing in English;
- Confident in use of information and communication technology;
- Experience in Human Rights and development sector work.

Personal attributes and knowledge:

- Knowledge and understanding of issues of human rights, social justice, with a passion for community development, understanding and concern for issues affecting the lesbian and trans* community;
- Experience of managing and delivering training and capacity building of staff of differing skills and abilities;
- Highly organised, efficient and methodical;
- Ability to work alone, take initiative, and manage diverse teams with a transparent, accountable and consultative style;
- Prepared to travel;
- Ability and experience in the design of LGBTI projects;

To apply

Submit a CV (max 3 pages) and a motivation letter (max 2 pages, including salary indication) with contact details of two referees to: getinfo@iranti-org.co.za
Please do not send copies of certificates. Persons identified as Lesbian, Gay, Transgender, Intersex are encouraged to apply.

Closing date: **11 January 2016**

Only shortlisted candidates will be notified.

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