



CAREER OPPORTUNITY: CANDIDATES SOUGHT

Programme Coordinator: South Africa

Iranti-org is looking for an experienced Programme Coordinator to manage its work in South Africa. One of the key projects is ZwaKala, a new capacity building programme, funded by the European Union (EU) for three years (2015-2018). The programme will be implemented in three provinces in South Africa, supporting and strengthening CBOs to document human rights violations against LGBTI persons in their own communities. The Programme Coordinator is a new post and she/he/they will have overall responsibility for overseeing the activities of the ZwaKala project, ensuring their timely delivery and reporting of all activities.

The Programme Coordinator must be self-motivated, energetic, and an organised individual with an understanding and passion for issues of human rights and the LGBTI community.

RESPONSIBILITIES

- Coordinate and support the work of the Provincial ZwaKala Coordinators;
- 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;
- Assist in the design and implementation of the monitoring systems;
- Ensure quality and the timeous delivery of project activities;
- Ensure all project activities comply with the policies and regulations of the EU;
- Manage and monitor project expenditure;
- Represent Iranti-org at stakeholder meetings and processes;
- Manage relationships with funders, implementers, NGOs and government;
- Participate in training events, documentation and social dialogues at provincial level and do regular on-site monitoring visits;

The Programme Coordinator will report to the Director. The role will require regular travel to the provinces.

FORMAL REQUIREMENTS

- Ability to plan, manage and coordinate projects, partners, people, budgets and risk;
- Fluent in English and ability to write reports;
- Some project management experience is important;
- Excellent communications skills with individuals and groups;
- Confident in the use of information and communication technology;
- Some experience in Human Rights and development sector work.

PERSONAL ATTRIBUTES AND KNOWLEDGE

- Knowledge and understanding of issues of human rights, social justice, poverty and inequality with a particular 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 and efficient with high level attention to detail;
- Ability to work alone, take initiative, and manage diverse teams with a transparent, accountable and consultative style;
- Confidence to engage at community level as well as to take part in public and policy forums and engage with the mainstream and social media;
- Prepared to travel;

START DATE

ASAP

TO APPLY

Submit a CV (max 3 pages) and a motivation letter (max 1 page) stating why you want this position and your suitability. Copies of Certificates not required at this stage.

Closing date: 8 July 2015.

Contact: Zikhona Gqozo, zikhona@iranti-org.co.za

