

# PROJECT COORDINATOR POSITION

Closing date: 31 May 2019

The Public Affairs Research Institute is a Johannesburg-based organisation that studies the effectiveness of state institutions in the delivery of services and infrastructure. We generate high-quality research to better understand the drivers of institutional performance in the public sector and improve implementation of policies in relevant fields. We work with change agents in the public service to address institutional blockages or weaknesses in their departments.

Job purpose: PARI is looking for an experienced Project Coordinator to provide coordination and support to the research teams so that projects are implemented efficiently and effectively. He/she should provide all the required administrative support to facilitate the successful internal delivery of projects. This person will work closely with the Head of Research as well as the Head of Administration.

Some specific duties include:

- Developing project schedules for allocated projects in terms of the deliverables
- Schedule project meetings according to the Research/project leads requirements and plan
- Arrange travel and accommodation logistics for research staff
- Tracking project progress according to the defined deliverables and dates
- Tracking project financial expenses and implementing approved budget amendments
- Manage project billing and invoicing
- Coordinate project-related events such as meetings, seminars, conferences
- Update knowledge management system with project information

The person we are looking for should have:

- A Degree or a Certificate in Project Management and Administration or other relevant qualification
- Four or more years of related experience in project coordination and administration



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**BOARD MEMBERS:**

Prof. Mucha Museswa (Chair) | Prof. Linda Chisholm | Prof. Patrick Heller | Mr Ivan Pillay | Dr Mbongiseni Buthelezi

- Good organisation, planning and coordination skills, problem-solving ability and time management skills
- Good interpersonal skills
- Ability to communicate both verbally and in writing in a professional manner
- Computer skills, literate in MS Office including the spreadsheet and word processing programmes, and email at highly proficient level
- Ability to work on multiple projects and to multi-task
- Ability to work under pressure, be flexible and adaptable
- Must be proactive/self-starter; able to get things done, usually without being told or reminded.
- Be conscientious, assertive, persistent, and achievement-oriented.

Other requirements: Fluency in spoken and written English, be willing to work beyond official working times when necessary. A Driver's license is essential.

Please submit a CV (maximum 3-4 pages) with references to [mmohapi@pari.org.za](mailto:mmohapi@pari.org.za)  
Only shortlisted candidates will be contacted.