

APPOINTMENT OF A SENIOR PROJECT COORDINATOR/ADMINISTRATOR, TO SUPPORT AN EU FUNDED PROJECT ON LOCAL GOVERNMENT PLANNING AND PUBLIC PARTICIPATION

Closing date for applications: 8 December 2021

The Public Affairs Research Institute (PARI) is seeking to appoint a **Senior Project Coordinator/Administrator**, to support a multi-year EU funded project on local government in South Africa.

The project aims to enhance local government service delivery and accountability by improving the systems for planning and public participation in municipalities. The project will be implemented in 12 participating municipal sites over four years, as well as seeking to support the work of national policy setting institutions. This is an exciting and innovative project which aims to experiment with new ways to enhance local government functioning.

The Senior Project Coordinator / Administrator will be responsible for ensuring that efficient and effective project delivery systems are in place; and for the coordination and administration required across the implementing partners. The Senior Project Coordinator / Administrator will support the work of the team within PARI, participate in project planning and project progress meetings. She/he will support appropriate narrative and budget reporting to the donor. Governance and monitoring requirements set by the donor are stringent, and the person will be expected to put in place appropriate systems and process for ensuring project compliance with auditing and related processes – with the support of the organisation's finance team. The Senior Project Coordinator / Administrator will support logistics and planning for research and will organise related workshops and public events; as well as communicate with implementing partners about project deliverables and requirements and coordinate the flow of information amongst the team as well as external organisations. She/he will monitor budgets and work-schedules of the team to ensure that workflows and budgets are on track and support the Programme Lead on appropriate narrative and budget reporting to the donor.

The team will be based in Johannesburg, with travel to participating municipal sites a few times a year. The project coordinator/administrator may be required to undertake occasional visits to provinces outside of Gauteng.

PARI offers a competitive salary package.

Applicants should have:

- A qualification in project management/ project administration or related. Applicants with considerable, demonstrated practical experience who do not have a formal qualification in project management are still encouraged to apply.
- A proven track record of project managing large projects – at least three years' experience in this regard.
- Experience in working with, or coordinating multi-stakeholder projects.
- Experience in coordinating projects in the research /development field would be an advantage, but project coordinators/administrators with a corporate sector background are also encouraged to apply.
- Experience in tracking expenditure against project/programme budgets.
- Familiarity / experience with reporting procedures to donors/clients/stakeholders to ensure compliance with internal governance and controls and external reporting requirements.
- Excellent communication skills. Fluency in spoken and written English is essential, and familiarity with a local African language would be a plus.
- Ability to conceptualise and produce project plans.
- Monitor budget expenditure.
- Ability to engage with funders, support the writing of the narrative reports to support donor and budget reporting.

- Ability to build and manage relationships with institutions such as SALGA, CoGTA, etc.
- Excellent writing and analytical skills.
- Good communication, interpersonal and listening skills.
- Good understanding of the socio-political context.
- Ability to work in a multi-disciplinary context.
- Ability to use information and communication technology as a tool and resources.
- Strong MS-Office computer skills including data capture.
- Having a driver's license is also essential.
- The applicant should be able to provide proof of having been vaccinated against COVID19.

Interested applicants should send a cover letter outlining their suitability for the job and an approximately 4-page CV to Jessie Turton at hr@pari.org.za by close of business on the 8th December 2021.

The CV should include:

- Basic biographic details.
- The applicant's educational qualifications.
- Their employment history.
- Applicants should list the programmes or projects they have supported, and what function/role they have played.
- Last, please include 3 references with contact details and a note outlining the relationship of the referee to the applicant (e.g., previous employer, or client). At least one of these references should be able to vouch for work the applicant has undertaken in the last two years.

Only shortlisted applicants will be contacted.

For more information about the work that PARI undertakes, visit www.pari.org.za

