

Sourcing qualified passionate candidates for the development sector in Africa



POSITION: Senior Project Coordinator
REPORTING TO: Programme Coordinator
REMUNERATION: Negotiable
CONTRACT DURATION: 3 Months (Subject to renewal)
LOCATION: Cape Town
START DATE: ASAP



BACKGROUND

Bearfish Strategic Services is looking for a highly motivated project coordinator with stakeholder relations (government, NGOs, and other partners) and community development experience to assist with the implementation of focused, localized responses to the Covid-19 pandemic.

The purpose of the role is to successfully map out/identify gaps and loopholes in service delivery during the Covid-19 pandemic in 'hotspot areas'/disadvantaged communities.

JOB SUMMARY

- Assist the programme coordinator with all aspects of project coordination and management.
- Conduct research and analysis.
- Produce related documentation and reports (PowerPoint etc.)
- Provide ad-hoc support and be prepared to stand in for the programme coordinator.
- Perform ad hoc functions as may be necessary during the course of the overall programme.

REQUIREMENTS AND EXPERIENCE

- Experience in the design and implementation of interventions in disadvantaged communities.
- Monitoring and evaluation of community development projects.
- Experience in forming relationships with key stakeholders in townships – community leaders, NGOs/NPOs – will be a major advantage.
- Experience working with government, particularly in transversal and/or trans-sectoral programmes or projects, would be an advantage.
- Tertiary degree required. Master's degree or higher preferred.
- At least 10 years' working experience.

- Research data analysis and report-writing skills.
- Excellent written work and presentation skills.
- If you are determined and won't take 'NO' for an answer you might be the right person.

HOW TO APPLY

Interested applicants are to submit a CV (in Word or pdf format) by e-mail to nolu@ngorecruit.com quoting **reference number NBS001**:

Application Deadline: 23 July 2020. Interested applicants are encouraged to apply ASAP. Only shortlisted candidates will be contacted.