Job Title:	Fixed term: Project Coordinator – YARONA (6 months)
Organisation:	NEMISA
Department:	YaRona Digital Programme
Location:	Cnr Artillery and Henley Road, Gate 13, Auckland Park, Gauteng
Salary Range:	Level 8
Reference Number:	NEMPC-11/04/2023

MAIN PURPOSE OF JOB

To coordinate and contribute towards to the implementation of digital literacy training activities that will deliver successfully against set objectives and targets

JOB OBJECTIVES

1. **Project Coordinating**

- Work closely with ambassadors to enable the successful undertaking of training sessions.
- Ensure that all training takes place according to the specified content and within the provided training schedules.
- Ensure that all training is per the training project plan.
- Provide the necessary support to the ambassadors on their training requirements.
- Regular site visits to the training sites to monitor training activities.
- Ensure that the delegated daily/weekly tasks are achieved.
- Identifies and resolves risks involved with each group of ambassadors and keeps records of activities within each group.
- Assists project manager with the recruitment of ambassadors in provinces.
- Provide training reports for all groups of ambassadors and report on projects.
- Coordinates all training activities and resources involved in each province
- Work closely with project administrator to analyse and verify training numbers and training evidence provided.
- Provide training status feedback weekly, monthly and quarterly for provinces.
- Establish ways to enhance training effectiveness and impact

2. **Stakeholder Relationship**

- Work closely with stakeholders/municipalities in the provinces to ensure all parties adhere to the signed agreements.
- Ensure stakeholders and NEMISA are consistently informed of all developments on the status of each project.
- Provide regular updates to NEMISA on the progress of stakeholders' performance.

3. **Financial Management**

- Load all project related RFQs in adherence to all policies and requirements.
- Ensure the required expenses are within budget parameters and project timelines.
- Determine, update and effect changes to the budget where required.
- Report on any change or risks to the project budget.
- Assist with completing procurement and Finance forms.
- Ensure that the business unit complies with all policies and practices prescribed by the Institute, and relevant legislation.

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:	**Minimum:** • National Diploma in Project Management/Business Admin or similar or equivalent	**Ideal:** • Bachelor's Degree in Project Management/Business Admin or similar or equivalent

Job related Work Experience

Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.

Minimum:
- Proven work experience within project management space
  2-3years' experience in project coordination

Ideal:
- 4 years' experience in project coordination

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories, and principles.

- Knowledge and understanding of project management methods, digital technology and best practices
- Good stakeholder relations
- Knowledge of Project coordination techniques
- Client services knowledge required

Job related Skills

Job-related skills are typically gained through formal or informal training programs. (This excludes programs
through which Formal Qualifications are attained. Skills refer to how to do things. They are demonstrated in the
application of techniques and procedure

- Computer literate (MS Office)
- Ability to interact with all levels
- Multitasking between various tasks
- Analytical thinking
- Excellent verbal and written communication skills
- Reporting
- Influencing and negotiation skills
- Excellent analytical and problem-solving abilities
- Team management and leadership skills

Competency requirements
• Analysis and Problem Solving • Planning and Organising • Logical Reasoning • Critical Judgement • Decisiveness • Information Gathering • Initiative • Commercial Acumen • Flexibility • Collaborative • Interpersonal Skills • Written Communication • Verbal Communication • Impact and Influence • Conflict management • Emotional Maturity • Results and Quality Focus

Important note:

Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: **projectcoordinator@nemisa.co.za**

- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **17 April 2023** (16:00pm).

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.