



JET Education Services

Anglo American South Africa (AASA) Education Project: Project Coordinator, Northern Cape

JET Education Services, an NGO working in education development, seeks to appoint a dynamic and accomplished high level operational Project Coordinator to join its established Project Management Office (PMO). This is a contract position, based in either **Kathu or Postmasburg, Northern Cape**, responsible for the coordination of a large-scale education development programme.

The identified implementation programmes working in a number of local primary and secondary schools as well as early childhood centres are intended to improve the conditions of teaching and learning through both targeted professional development and identified resource gaps.

The appointed Project Coordinator will assist with the programme implementation in the Northern Cape Province in collaboration with the JET Programme Manager and Senior Programme Coordinator.

The appointed Project Coordinator will be offered a fixed term contract and will be required to have the following attributes:

Knowledge, experience and skills required

- Bachelor's degree in Education, Community Development or related field
- Knowledge and experience in the education and/or development sectors
- Proven track record of coordinating and supporting large-scale complex interventions and extensive high-level project coordination experience
- Minimum of five years' experience in project coordination, including budget tracking and flawless record keeping
- Highly motivated to make a difference in the education sector through the work we do
- Excellent leadership and interpersonal skills
- High-level planning and organisational skills
- High-level communication skills, both written and verbal
- Fluency in Tswana, Sotho and Afrikaans will be an added advantage for the position
- Ability to establish and maintain relationships with project partners, clients and stakeholders at all levels
- Ability to multi-task and work under extreme pressure
- Computer literacy (MS Office package)
- A valid and unendorsed driver's license.

Key Performance Areas

The Project Coordinator is expected to ensure effective project implementation by:

- Managing and overseeing the delivery of the programme by the Intervention Implementers at participating ECD sites and schools
- Coordinating and managing planning sessions with the various Intervention Implementers at the provincial level
- Arranging, preparing for, attending and reporting into management meetings as required
- Monitoring and reporting progress against agreed programme deliverables and milestones
- Proactively and reactively identifying any hindrances/blockages to programme implementation and recommending appropriate course(s) of action as required
- Engaging in meaningful and relevant stakeholder engagement, including the local community, Department of Education and Department of Social Development, to ensure supported and successful programme implementation
- Coordinating and monitoring the evaluation of project implementation by a team of data collectors



- Ensuring effective communication and flow of information at all levels
- Developing and maintaining relationships at all levels
- Budget tracking and record keeping

Must be willing to travel and possess a code 08 driver's license.

The Project Coordinator will work closely with the Senior Programme Coordinator to optimise and implement agreed programme activities and will report directly to the Project Manager.

This position is a 24 month contract (renewable for another two years depending on performance).

Applications with detailed CVs must be sent to pcnortherncape@jet.org.za no later than **17h00 on Friday, 7 September 2018**

Late applications will not be entertained.