

**□ □ NATIONAL PROJECT COORDINATOR: SOCIAL ECONOMY POLICY(1 YEAR CONTRACT – RENEWABLE DEPENDING ON PROJECT FUNDS)**

**REFERRRENCE:**□ □ □ □ □ □ □ □ □ □ □ □ □ □ **EDD/2018/09/1**

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**LOCATION:**□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ **PRETORIA**

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**SALARY:** Salary Band A (Level 13) – R 1 005 063.00 to R 1 183 932 per annum; all-inclusive flexible remuneration package.

**REQUIREMENTS:**□□□□□□□□□□□□ □ □ □ □ □ □ □ □□A post-graduate degree in economics, development or social studies. A minimum of 5 years relevant work experience at a middle/senior management level, within the social economy environment (cooperatives, NGOs, NPOs, government, researchetc) preferably in a project management and research role. A demonstration of a sound to high level of technical knowledge, understanding and grasp of the social enterprise, social economy as well as social business context is a key requirement. Exceptional communication and written skills and ability to work effectively independently and within a team.In-depth knowledge of the broad South African social economy context, including social enterprise development interventions,the institutional landscape of business support, as well government and international donor efforts in this sector in South Africa would be an

advantage.

**RESPONSIBILITIES:** Coordinate and mobilise stakeholders in the various stages of policy development process including commissioned research, review of technical proposals and overseeing the delivery of the final reports. Coordinate and act as the secretariat for the Project Steering Committee, Inter-Governmental Advisory Committee, Expert Reference Panel and networks of practice meetings. Plan, organize and facilitate field trips, consultative meetings, seminars, workshops and provincial road shows. Facilitate the implementation of the stakeholder and training needs, communication and consultation plans. Coordinate and ensure proper administration, reporting and financial management on the project. Provide research support with respect to development of social economy policy, as required.

**KEY COMPETENCIES:** Strategic capability and leadership; programme and project management; financial management; change management; service delivery innovation; problem solving and analysis; people management and empowerment; client orientation and customer focus; sound written and verbal communication skills; ability to influence and inspire action.

**ENQUIRIES:**

Ms NthabisengMahlangu, tel: 012 394 5603

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