



Vacancy Announcement:

Position : Project Coordinator

Employment time : One year, renewable, depending on funding and staff performance

DDP's project titled, *Strengthening CSOs Intervention Capacities for Lessening xenophobic tendencies among African Migrants, South Africans and duty-bearers in KZN*, seeks to appoint a Project Coordinator. The project is being implemented in the greater Durban area.

Due to the sensitive nature of this project, applicants should be warm, friendly and approachable. They should be able to work in a multicultural, multilingual and age gapped environment. Applicants should also be team players.

Minimum Requirements:

- Matriculation Certificate (Grade 12)
- Post matric academic certification- Preferably Bachelor's degree in the social sciences
- Valid driver's license
- Experience in stakeholder engagement and management
- Process facilitator
- Community Mobilizing
- Computer literate- Microsoft package
- Fluency in English and isiZulu

An added advantage would be working in an NGO sector which is donor funded

Job Description:

- Plan and coordinate project activities and their implementations
- Ensure execution of all activities as according to the log frame and implementation plan
- Interpret implementation plan into successful action
- Build sustainable partnerships with CSOs and relevant stakeholders
- Conduct site visits (closely linked to sustaining relations with stakeholders)
- Liaise with and oversee the Project community leaders' works including their reports
- Ensure the venues for project events are set up
- Ensure smooth running of project events
- Project Communication
- Excellent report writing
- Conducting community surveys



Required skills:

- Public speaking
- Community mobilizing and dialogue facilitation skills
- Activity coordinating skills
- Strong organization and multi-tasking skills
- Attention to details
- Interpersonal skills
- Team management
- Ability to work under pressure and meet deadlines
- Project management skills
- Problem solving skills
- Logistics and event planning skills

For queries about the project, and applications submission, please email lilyh@ddp.org.za. In the subject line, write, “Project Coordinator position” and applications to reach us by the 03 January 2022.