



## VACANCY!

### PROVINCIAL COORDINATOR – SPECIAL PROJECTS

Remuneration: NEGOTIABLE

Southern African Youth Movement is looking for a dynamic **Provincial Coordinator** for the Eastern Cape Community Works Programme (CWP) Project. This position will have constant liaison with the community. The ideal candidate will have a passion for community Development

#### Requirements:

- The candidate must have Grade 12 plus N5 Qualifications in Project Management or Related Field.
- 3 - 5 years' experience working in similar position
- Valid Drivers' Licence.

#### Competencies:

- Experience in CWP Programmes.
- An understanding of Community Works Programmes,
- Coordination and facilitation with other developmental stakeholders.
- Good Computer skills, Project management, Presentation and Communication skills.

#### Duties Include but not limited to:

- Overall control of the activities of SAYM in the Eastern Cape Province, specifically the activities related to CWP program.
- To support the project manager in producing the operational plan for all CWP sites;
- assist the project manager in conduct community meetings of CWP;
- Liaise with municipalities for overall support of the CWP and other SAYM programs,
- Ensure that all narrative and wage data reports are submitted from site managers and administrators on monthly basis for CWP and be an interface between the SAYM and the communities;
- Expected to supervise the activities of the administrators which involves supervising petty cash disbursements, collection of quotations, filling of documents
- Support overall activities of the program.
- Reporting to the Program manager of SAYM.
- Duly-bound to get further assignments related to your work from the Executive Director. Conditions of your service and descriptions shall be provided to you by the Program manager of SAYM as an appointing Officer.

#### Application process:

CV's with a covering letter with certified copies of certificates should be forwarded to: [jika@saym.co.za](mailto:jika@saym.co.za). The closing date for application is **28<sup>th</sup> February 2019**