



Job Description: Project Coordinator

Reports to: Programme Manager
Location: Johannesburg
Contract type: Fixed Term Contract

Democracy Works Foundation (DWF) opened its doors in 2014 in South Africa in response to the weakening of public institutions, corruption and declining citizen participation. It is an organisation committed to promoting and building democracy in Southern Africa and supporting inclusive development and regional cooperation. DWF believes in developing homegrown and innovative solutions that support public officials and states to be more open, transparent, responsive and accountable. We also work to build the capacity of citizens and provide tools enabling them to better impact their democracies, meet their obligations and claim their rights. DWF works on the supply and demand side of democracy.

With funding from the European Commission under the CEDAR Civil Society Capacity Enhancement, Dialogue and Recovery Programme, DWF will implement a three-year programme in South Africa titled "Civic Transitions for Inclusive Climate Action (CTICA) project. The overall objective of the project is to develop a conducive environment for the increased participation of civil society organisations in the Just Energy Transition and investment decision-making in South Africa.

DWF aims to contribute to the reduction of energy poverty through this project by developing the capacity of citizens to participate meaningfully in the Just Energy Transition. The project aims to:

- 1) Deepen a democratic culture in the implementation of the Just Transition: the project will focus on strengthening civil society participation in the just transition and investment decision making amongst both state and private sector actors to increase cooperation and coordination in the decision-making processes, and*
- 2) Develop the capacity of leaders to facilitate and encourage participation in the Just Energy Transition: The project will provide municipal government officials with the necessary skills and capacities to better collect, analyse and strategically contribute to decision-making in local economic development.*

This action will engage civil society, local government and Independent Power Producers (IPP) private sector members in Gauteng, Mpumalanga and Limpopo.

Position Summary

The Project Coordinator plays a crucial role in supporting the planning, implementation, and monitoring of the CTICA project. This position requires effective coordination between various stakeholders, meticulous attention to detail, and the ability to manage multiple tasks simultaneously to ensure successful project delivery.

This is a fixed term contract until the end of the project and is dependent on donor agreements and availability of funds.

Areas of Responsibilities <i>(may include but not limited to)</i>	
Project Implementation	<ul style="list-style-type: none"> • Support the Programme Manager with day-to-day management of the project as guided by the project document (mainly the logical framework and action plan). • Assist in the preparation of detailed project work plans. • Assist in the process of project documentation - minutes, reports etc. • Support the Programme Manager with progress, interim and final reports as per defined reporting schedule. • Maintain and update the project's archive and other project materials for dissemination to different target audience. • Maintain the management of the project key stakeholder databases for speakers, moderators, mentors and facilitators for the projects activities. • Identify potential project risks and work with the Programme Manager to implement mitigation strategies. • Support project related logistic requirements for trainings, workshops etc as and when required.
Monitoring, Evaluation and Reporting	<ul style="list-style-type: none"> • Assist Monitoring and Evaluation process by ensuring data collection takes place on project activities. • Working with the Programme Manager, ensure that activities are on track and all M&E tools are in place. • Support the Programme Manager by supplying necessary information and data for quarterly reports. • Ensure any participating sub-grantees meet reporting requirements that have been agreed with DWF.
Finance, HR and Administration	<ul style="list-style-type: none"> • Support the Programme Manager and Communications Coordinator on the design and production of project marketing and information materials. • Compliance with all finance, human resources and administrative policies and procedures. • Participate as and when required in performance management reviews. • Some travel to project locations may be required.

Person Specification

Qualifications

- Minimum of Honours level qualification in the politics, international relations, development or similar social sciences.

Experience, knowledge and key skills

- Some experience and knowledge in climate change policy and investment decision making in South Africa.
- Familiarity with political and civil society landscape in South Africa.
- Excellent understanding of project cycle management tools to ensure effective planning, resourcing, implementation and review of projects.
- Basic knowledge of M&E concepts and tools.
- Demonstrable experience in democracy and human rights fields, particularly working with marginalized groups such as women and youth.
- Strong problem solving and leadership skills.
- Ability to interact with people of all ages and cultural backgrounds.
- Ability to work independently and as part of a team.
- Competent in MS Office Suite, in particular Excel and Word.
- Effective oral and written communication skills.
- Available to work flexible hours and travel.
- Experience in working within the INGO/NGO sector
- Experience in working with civil society organisations and/or political counterparts
- Experience in developing case studies, realising concept documents and literature reviews
- Experience in developing work plans and results-based management concept and tools
- Experience of basic financial management or project financial administration
- An understanding of and affinity with DWF's vision, mission and values.

Other points to note

- Preferred candidate must be a South African citizen or permanent resident.
- The candidate must be in possession of a driver's license valid for Southern Africa.
- The working language of all DWF offices is English.
- This role is typically office-based, with occasional travel to project sites or partner organisations. Flexibility in working hours may be required depending on project deadlines or stakeholder needs.

Democracy Works Foundation seeks to ensure that all qualified people have an equal opportunity to obtain a position and that those who have been discriminated against unfairly in the past are treated in accordance with the legal obligations imposed by the country in which employment is taking place as well as the affirmative principles of the organisation.