



VACANCY: PROJECT COORDINATOR
(THREE-YEAR FIXED-TERM CONTRACT)

Position Title: Project Coordinator
Duration: Three Year Contract
Location: Stellenbosch

Qualification:

A BSc degree in natural sciences. A further qualification in Project Management or Economics will be advantageous. The candidate must be fully computer literate with an in-depth knowledge of Microsoft Office, including packages such as Word, Excel and Power Point. The person must be able to communicate fluently in English.

Objective:

The Employee will be required to support the Senior Project Manager with the coordination of project implementation in the various TFCAs through the provision of technical, logistical and administrative support as well as hands-on project and associated financial management.

Key Performance Areas:

1. Oversee contracts with service providers entered into directly from head office

- Prepare TORs and technical input for service level agreements (SLAs).
- Monitor and oversee implementation of projects as per the contract and report any deviation, underperformance and action required to Senior Project Manager.

2. M&E and reporting

- Develop M&E systems in collaboration with the various project managers in the field.
- Collect and collate data on a monthly basis and feed into M&E system.
- Monitor vehicle expenses against budgets and advise on extra ordinary use/expenses.
- Coordinate monthly, quarterly and annual reports.
- Ensure that the Communications section is provided with regular updated project information for the Peace Parks Foundation (PPF) website.

3. Budget control and monitoring

- Monitor budget versus actuals for all projects on a monthly basis.
- Monitor the cost effectiveness of expenses in expense reports and suggest remedial action.
- Report potential over- or under-spending against budget lines to relevant managers timeously.

4. Technical support

- Provide technical support to Project Managers in the TFCAs, when required.
- Assist with the preparation of documentation of various Steering Committee meetings and attend these meetings when requested.
- Assist with the organizing and coordination of various meetings/workshops.
- Represent PPF at various meetings / workshops / seminars.
- Assist Fundraising section with preparation of funding proposals.

Interested candidates are invited to submit a cover letter detailing their interest in and suitability for the position, as well as a Curriculum Vitae, with full address, telephone number, email address and contact details of three references. These should be submitted by **15 March 2019**.

A competitive salary package will be negotiated, based on qualifications and experience.

Applications should be submitted to:

Mrs Dyan Lee

Human Resources Manager

Peace Parks Foundation

11 Termo Road, Techno Park

P.O. Box 12743, Die Boord, Stellenbosch, 7613

Email: dlee@peaceparks.org.za

SHORTLISTED CANDIDATES will be contacted to attend an interview.