



VACANCY	Coordinator – Trade and Industry Chamber
REPORTING TO	Senior Coordinator – Trade and Industry Chamber
LOCATION	Johannesburg
ROLE PURPOSE :	<ul style="list-style-type: none"> • To - • Ensure the effective and efficient coordination of the relevant chamber. • To ensure that engagements on matters being considered by the chamber are timeously concluded. • To be the link between the secretariat and relevant social partners. • Perform any other relevant duties as and when required.

KEY PERFORMANCE AREA :

- Effective coordination of chamber and task teams engagements
- Facilitation and chairing of Meetings
- Follow up on the outcome of meetings with constituencies
- Reporting to management
- Ensuring effective communication with constituencies
- Stakeholder Management
- Agenda development
- Conflict Management
- Report and minute writing
- Document management
- Project Management
- Strategic planning
- Research

COMPETENCIES :

- Good writing skills
- Communication and Influence
- Customer service
- Team collaboration and networking
- Problem solving
- Planning and organising
- Relationship Building
- Information Seeking
- Strategic thinking
- Negotiation and Facilitation

- Attention to detail
- Time management
- Analytical Thinking

<p>QUALIFICATION AND EXPERIENCE</p>	<p>Honours degree , preferably in Economics, Political Science or Social Science Min 3 Years people management experience Min 3 Years project management experience 2-5 year experience in a socio political forum 2-3 Years Project Management experience 2-5 years experience working with or communicating with constituency representatives Good writing skills Computer literate on Microsoft packages (Excel, Word, PowerPoint and Outlook)</p>
<p>Closing Date</p>	<p>17 October 2018</p>
<p>CV's to be sent to</p>	<p>recruitment@nedlac.org.za</p>