



COORDINATOR IN THE OFFICE OF THE EXECUTIVE DIRECTOR

Location: Johannesburg

Role Purpose: Provide strategic, content and liaison support to the Executive Director .The Coordinator in the Office of the ED will also provide research support to the Executive Director and manage and evaluate projects

KEY PERFORMANCE AREA: Provide strategic support to the Executive Director and liaising with all unit heads on Nedlac activities relating to programmes and projects in the organisation • Conduct, develop and analyse research • Manage research projects • Manage all research activities • Conduct limited research as and when required • Evaluate research tenders received from prospective research consultants together with the Nedlac procurement office • Participate in selecting a suitable research consultant • Draft research terms of reference specifications • Develop clear project schedules containing a list of responsibilities/ tasks for the project and timelines aligned to the terms of reference specifications • Monitor research projects and review research content at every deliverable stage • Brief relevant coordinators and stakeholders at every research project deliverable stage • Obtain approval by relevant stakeholders for each research deliverable • Manage challenges experienced by research consultants or stakeholders regarding research projects • Information Management • Communicate effectively across all levels and functions • Support the Executive Director and other key stakeholders in accessing key information for research purposes • Clearly and concisely document reports and technical information • Project Management • Manage office of the Executive Director • Manage Human Resources in the office of the Executive Director • Document Management.

QUALIFICATION AND EXPERIENCE: Post graduate degree in Economics/ Political Sciences/ Social Sciences however a Masters degree would be an added advantage • Exposure and /experience with working in related industries • Min 2-5 Years project management experience • Min 2-5 Years research experience • 2-5 year experience in a socio political forum • 2-5 years experience working with or communicating with high profile political, government, business and labour representatives • Computer literate on Microsoft packages (Excel, Word, PowerPoint and Outlook).

REMUNERATION: Negotiable

LANGUAGE: English – Fluent (speak, read and write)

CLOSING DATE: 5 SEPTEMBER 2018

CV's TO BE SENT TO: recruitment@nedlac.org.za