



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELLCOE AVENUE, ROSEBANK 2196
TELEPHONE +27(0) 11 328 4200 FAX +27 (0) 11 447 6053/2089

VACANCY	Jobs Summit Project Lead
DURATION	Limited project duration to be agreed with the appointed candidate
LOCATION	Johannesburg
ROLE PURPOSE :	To provide strategic, planning, project coordination and operational support to the NEDLAC Joint Technical Committee (JTC) and NEDLAC constituencies in support of the Jobs Summit. The technical specialist will play a key role in helping to ensure oversight of monitoring and evaluation of the Jobs Summit Framework Agreement through NEDLAC.

KEY PERFORMANCE AREA :

- Produce a strategic project plan, with detailed work scope and resource allocations
- Oversee the establishment of a project team
- Oversee the development of progress reports and other documents for the JTC as needed.
- Facilitate the mobilisation of research support for the JTC and its task teams
- Oversee the population of the action plans, ensuring deliverables and identifying risks/blockages
- Oversee the monitoring and evaluation of projects, and track progress of deliverables against the action plans
- Oversee the population of quarterly reports and track deliverables
- Identify challenges to bring to the attention of the JTC
- Prepare final progress and final reports on implementation to the JTC and Presidential Committee
- Support the establishment of the structure responsible for monitoring and evaluation
- Oversee the bi-annual Summits

COMPETENCIES :

- Communication and Influence
- Analytical Thinking
- Team Collaboration and Networking
- Relationship building
- Information Seeking
- Strategic thinking
- Problem Solving
- Negotiation and facilitation skills
- Good Writing Skills
- Advanced Computer literacy

<p>QUALIFICATION AND EXPERIENCE</p>	<p>Post-graduate degree in Economics/ Political Sciences/ Social Sciences however a Exposure and /experience with working in related industry or sector Min 5 Years people management experience Min 5 Years project management experience Min 5-10 Years research experience 3-5 years preferred experience in a socio political forum 3-5 years preferred experience working with or communicating with high profile political, government, business and labour representatives. Computer literate on Microsoft packages (Excel, Word, PowerPoint and Outlook</p>
<p>REMUNERATION</p>	<p>Negotiable</p>
<p>LANGUAGE</p>	<p>English - Fluent (Speak , Read and Write)</p>
<p>CLOSING DATE</p>	<p>6 March 2019</p>
<p>CV TO BE SENT TO</p>	<p>recruitment@nedlac.org.za</p>