



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELlicOE AVENUE, ROSEBANK 2196
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VACANCY	Programme Manager
DURATION	One year
LOCATION	Johannesburg
REPORTING TO	Head: Programme Operations
ROLE PURPOSE :	To: <ul style="list-style-type: none">• Provide strategic, planning, project coordination and operational support to the NEDLAC Joint Technical Committee (JTC) and NEDLAC constituencies in support of the Jobs Summit.• Play a key role in oversight of monitoring and evaluation of the Jobs Summit Framework Agreement through NEDLAC.• Ensure the effective and efficient coordination of the relevant chamber.• To ensure that engagements on matters being considered by the chamber are timeously concluded.• Perform any other duties as and when required.

KEY PERFORMANCE AREA :

- Produce concept notes, notes for the record, progress reports and other documents for the JTC and related structures.
- Effective coordination of all structures established at Nedlac, which include the Presidential Committee, JTC and its task teams etc., to advance the work in relation to the Jobs Summit,
- Facilitate the mobilisation of research support for the JTC and its related structures.
- Ensure that the action plans are developed, ensuring deliverables and identifying risks/blockages.
- Ensure that the decisions arising from meetings are implemented.
- Monitor and track progress of deliverables against the action plans.
- Develop quarterly reports and track deliverables.
- Identify challenges to bring to the attention of the JTC.
- Prepare final progress reports on implementation to the JTC and Presidential Committee.
- Oversee and support the structure responsible for monitoring and evaluation
- Ensure effective and efficient utilization of resources (financial and human) necessary for implementation of the projects and programmes of the JTC.
- Work with the Manco Special Projects and Committees team, as and when required, in relation to Manco task teams.
- Facilitation and chairing of meetings
- Ensuring effective communication with constituencies
- Ensure effective stakeholder management
- Conflict and Risk Management
- Report and minute writing and document management

Project Management, Strategic planning and compliance with Nedlac Protocols and Policies

COMPETENCIES :

- Communication and Influence
- Analytical Thinking
- Customer service
- Planning and organising
- Relationship Building
- Team Collaboration and Networking
- Relationship building
- Strategic thinking
- Problem Solving
- Negotiation and facilitation skills
- Good Writing Skills
- Advanced Computer literacy
- Attention to detail
- Time management
- Analytical Thinking

QUALIFICATION AND EXPERIENCE	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
REMUNERATION	Negotiable
LANGUAGE	English - Fluent (Speak , Read and Write)
CLOSING DATE	03 May 2019
CV TO BE SENT TO	recruitment@nedlac.org.za