

Job Description & Person Specification

Position:	Stronger Together South Africa Programme Manager	Location:	Gauteng, South Africa
Reports to:	Stronger Together UK Programme Manager	Date:	May 2019

Job Purpose:

To support the strategic and operational delivery of a two-year project to tackle forced labour in the agricultural sector in South Africa. Stronger Together South Africa began as a two-year project in May 2017 funded by the UK Home Office, and have been awarded funding to continue the programme for a further two-years building on the engagement, foundation and progress to date with the aim to expand the programme beyond the fruit and wine industries into the wider agricultural sector. The programme encourages businesses across global supply chains to act responsibly; to educate and equip suppliers with knowledge and pragmatic resources; to facilitate a platform for sharing of good practice and a support network to prevent, tackle and remediate forced labour in their operations and supply chains. To work with the Stronger Together South Africa Programme Manager to ensure the project delivers on targets, on-time, on-budget, in line with the agreements and to the organisational objectives and guidelines with a specific focus on project activity in provinces including: Gauteng, Limpopo, Mpumalanga and Kwa-Zulu Natal.

The Stronger Together South Africa Programme Manager post is home based.

Duties and Responsibilities:

- 1. Project Management** – To work with the other Stronger Together South Africa Programme Manager to manage the South African part of the project, according to the project plan, budget and reporting framework agreed in the grant and partnership agreement with a specific focus on project activity in provinces including: Gauteng, Limpopo, Mpumalanga and Kwa-Zulu Natal. To work with and support the UK-based Programme Manager to implement the global aspects of the project, communicating over phone/Skype, email and international visits. To complete the results framework and risk assessment for the project in conjunction with the UK-based Programme Manager and other SA-based Project Manager and to ensure safe methods of work. Participate in regular team calls with the UK-based Programme Manager and South Africa Programme Manager.
- 2. Partnerships Development and Management** – To map, grow and maintain relationships with Stronger Together programme delivery partners, stakeholders from businesses, government, and non-profit stakeholders in South Africa and at a global level. This includes coordinating engagement of and communication with remedy stakeholders and national government representatives.
- 3. Consultancy and Sub-Contractor Management** - To support the UK-based Programme Manager with recruiting and developing relationships with Service Partners and Consultants to ensure excellent quality and cost-effective service delivery of research, guidance and remediation resources development, impact measurement tools and materials and an end of project evaluation.
- 4. Training Capacity Building** – To assist in the development and roll-out of new training workshops including a next-steps and role specific workshop for businesses, capacity building training for government representatives both face-to-face and an e-learning module. To work with the programme delivery partners and develop and maintain relationships with other stakeholders to reach and engage the businesses targeted by the programme.

5. **Remedy framework** – To coordinate the development of the programme’s remedy framework through facilitation of meetings, communication and training with provincial and national remedy stakeholders.
6. **Training and Event Management** – To work with the Stronger Together South Africa Programme Officer in their role to arrange all logistics and administration for the training workshops and awareness raising roadshows across South Africa. To support the coordinate, collection and management of programme data related to programme participants and stakeholders.
7. **Monitoring & Evaluation and Reporting** – To assist in gathering the relevant information for the completion of the monitoring and evaluation framework for the South African part of the project. To contribute to quarterly reports for the UK funder. To ensure that reporting requirements for Stronger Together are on time and to a satisfactory standard.
8. **Communication** – To assist with the development of communications content and materials regarding the project, with support of the UK-based Communications Manager. To work with the UK-based Programme Manager /Communications Manager on producing and disseminating research findings and project evaluation reports outside the organisation to share knowledge and good practice across South Africa. To assist the UK-based Programme Manager with the development of a film.
9. **Strategy and Policy Support** – To work with the UK-based Programme Manager and Global Partnerships Manager in developing and delivering long-term strategy and sustainability of the project, and input into rolling out the model in other sectors and countries.
10. **Representation** – To professionally present, represent and advance the position of the project and Stronger Together at various stakeholder meetings and events.
11. To deliver excellent customer service to members and others and undertake assorted tasks as arise from time to time and other reasonable duties and responsibilities as may be required.

Person Specification

Criteria	Essential	Desirable
Qualifications	Bachelors degree in business, international development, social science or other related degree	Prince 2 or other project management qualification
Knowledge	An understanding of and connections within the agricultural industry in South Africa An good understanding of labour exploitation and ethical trade	An understanding of remediation frameworks and landscape in South Africa An understanding of how international supply chains work

Experience	<p>Minimum of 3 years' experience in project management</p> <p>Experience of working with businesses on ethical business behaviour, either working internally within a business or externally in partnership (e.g. not-for-profit organisation) or on a consultancy basis</p> <p>Experience of working on and establishing a new initiative.</p> <p>Experience of managing project budgets</p>	<p>Experience of working in the agricultural sector</p> <p>Experience of working with government</p> <p>Experience of delivering training on ethical trade/labour exploitation to businesses</p> <p>Experience of communicating via Skype/phone and email as part of an international team</p>
Languages	Fluent in English and Afrikaans	
Skills	Organisational; Interpersonal; Communicating and influencing at different levels including senior stakeholders; Excellent management skills including remote supervision; Ability to work independently delivering day-to-day workload with minimal supervision; Financial management; Ability to prioritise and work calmly under pressure	
Attributes	Positive, can-do attitude; Coaching and developing; Attention to detail whilst retaining sight of the bigger picture	
Circumstances	<p>Willing to travel to other regions in South Africa</p> <p>Ability and equipped with necessary technology to work from home.</p>	