Job Description & Person Specification

Position: Stronger Together South Africa Project Manager – Manufacturing, Part-time
Location: Western Cape, South Africa
Reports to: Stronger Together UK Programme Manager
Date: September 2020

Job Purpose:

The day to day management of the Stronger Together project to tackle forced labour in the manufacturing sector in South Africa. Stronger Together has been working in South Africa since 2017 to support agricultural businesses to detect, deter and deal with forced labour through guidance, training, resources and tools. Stronger Together is looking to contextualise and deliver the programme model in a new sector, manufacturing. The first phase of the programme (6 months) will include desk research and report, stakeholder mapping and engagement, the development of a contextualised guidance for manufacturing businesses, with a focus on agro-processing, and the development of project proposal for the continuation of the programme. The Project Manager must ensure the project delivers on targets, on-time, on-budget, in line with the agreements and to the organisational objectives and guidelines.

The Stronger Together South Africa Project Manager – Manufacturing post is based at Stronger Together’s delivery partner’s office, Wine and Agricultural Ethical Trade Association (WIETA) / home-based.

Duties and Responsibilities:

1. **Project Management** – To manage the operational delivery of the manufacturing programme and to work with the UK-based Programme Manager to implement the global aspects of the project, communicating over phone/Skype, email and international visit, and to share learnings, identify opportunities to and deliver on collaboration with the Project Managers working in other sectors as necessary. To manage the manufacturing part of the project, according to the project plan, budget and reporting framework agreed in the grant and partnership agreement. To work with and support the UK-based Programme Manager to complete the budget, forecasting, results framework and risk assessment for the project in conjunction with the UK-based Programme Manager and to ensure safe methods of work. Participate in regular team calls with the UK-based Programme Manager and South Africa Project Managers.

2. **Scoping desk research and report** – Undertake scoping desk research to provide a clear understanding of the nature and scale of forced labour risks in the South African manufacturing sector. Provide clear understanding of the factors leading to exploitation and forced/bonded labour and human trafficking in South African manufacturing sector by region and product type. To map stakeholders within the manufacturing sector including private sector, both national and international, governmental and civil society. To provide a final report to inform Stronger Together’s work and to be shared with external stakeholders as an engagement tool for the programme.

3. **Stakeholder engagement** - To engage with and gain support from South African and international stakeholders to participate and contribute to a Stronger Together programme in the South African manufacturing sector. To collaborate with the Stronger Together Project Managers for agriculture where beneficial to engage with stakeholders relevant to both sectors. To identify potential partnership opportunities beneficial to the future delivery and roll-out of the programme.
4. **Develop materials** – To develop a contextualised sector-specific toolkit (based on the Stroger Together South Africa toolkit for agri-businesses) to support South African manufacturing businesses to detect, deter and deal with forced labour in their business and supply chains by providing clear information and practical steps including response and remedy for potential victims. To manage the development of worker awareness materials in relevant languages to enable businesses to inform workers about the risks of forced labour and how to report concerns.

5. **Monitoring & Evaluation and Reporting** – To assist in gathering the relevant information for the completion of the monitoring and evaluation framework for the South African manufacturing 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.

6. **Communication** – To assist with the development of communications content and materials regarding the project, with support of the UK-based Programme Manager. To work with the UK-based Programme Manager on producing and disseminating research findings and project evaluation reports outside the organisation to share knowledge and good practice across South Africa. To deliver timely and excellent internal and external communications on the programme progress and developments.

7. **Strategy and Policy Support** – To work with the UK-based Programme Manager and Global Partnerships Manager in developing a proposal for the long-term strategy and sustainability of the project.

8. **Representation** – To professionally present, represent and advance the position of the project and Stronger Together at various stakeholder meetings and events.

9. 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. To be a positive and proactive member of the Stronger Together South Africa team.

**Person Specification**

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications</td>
<td>Bachelors degree in business, international development, social science or other related degree / or equivalent work experience</td>
<td>Prince 2 or other project management qualification</td>
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<td>Knowledge</td>
<td>An understanding of and connections within the manufacturing industry in South Africa</td>
<td>An understanding of how international supply chains work</td>
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<td>An good understanding of labour exploitation, human rights and ethical trade</td>
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| Experience | Minimum of 3 years’ experience in project management  
| | 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  
| | Experience of working on and establishing a new initiative  
| | Experience of conducting research and writing reports  
| | Experience of managing project budgets and reporting frameworks  
| Languages | Fluent in English and Afrikaans  
| Skills | Organisational; Interpersonal; Communicating and influencing at different levels including senior stakeholders; Excellent management skills; Ability to work independently delivering day-to-day workload with minimal supervision; Financial management; Ability to prioritise and work calmly under pressure; Ability to problem—solve  
| Attributes | Positive, can-do attitude; Coaching and developing; Attention to detail whilst retaining sight of the bigger picture; Solutions orientated  
| Circumstances | Willing to travel to other regions in South Africa  
| | Ability and equipped with necessary technology to work from home.  
| Experience of working in the manufacturing sector  
| Experience of working on and establishing a new initiative.  
| Experience of delivering training on ethical trade/labour exploitation to businesses  
| Experience of communicating via Skype/phone and email as part of an international team |