

# DIGITAL WORK ACCELERATOR

**Harambee Youth Employment Accelerator (Harambee)** is a not-for-profit social enterprise with extensive experience building solutions and innovations that can solve the global youth unemployment challenge. We partner in **South Africa and Rwanda** with business, government, young people and many others to tackle the systemic challenges of youth unemployment and promote inclusive hiring and employment practices.

In order to address the high unemployment rate in South Africa, there is an urgent need to unlock the potential within the digital and **ICT** economy to stimulate job creation. This requires creating an enabling labour market environment - building a skilled workforce, addressing exclusionary hiring practices, bridging the digital divide, and aligning sector-wide efforts, resources and interests towards a common set of prioritised initiatives.

**The Digital Work Accelerator (DWA)** was established to create an enabling and aligned environment to unlock the job creation potential in the digital and **ICT** economy. The **Digital Work Accelerator** is a public-private collaboration between government, industry and social partners that aims to catalyse income-earning opportunities for young people in the digital economy.

The core objectives of the **Digital Work Accelerator** are as follows:

- To unlock sustainable inclusive earning opportunities for youth (with a gender focus);
- To build the employability of young people through industry relevant skilling initiatives;
- To increase affordable digital access for work-seekers; and
- To link young work seekers to learning and earning opportunities through the **National Pathway Management Network and SA Youth**.

A governance structure has been established to prioritise initiatives/projects and to fast-track implementation. The **Digital Work Accelerator** will be convened by the Presidency, a coalition of Industry Representatives across the digital and **ICT** economy, and the **Government Inter-Departmental Co-ordinating Committee (IDCC) for digital skills**.

A **Project Support Office (PSO)** is also being constituted to provide programme and administrative support to the committees and working groups within the **Digital Work Accelerator** structures. The **PSO** is an enabler and facilitator – providing support as an independent interface/intermediary to the **Digital Work Accelerator** government, business and social partners.



[www.harambee.co.za](http://www.harambee.co.za)



# JOB OPPORTUNITY SPECIFICATION

## POSITION

**Project Administrator:**  
**Digital Work Accelerator Project Support Office**

## LOCATION

**Remote**

## HIGH LEVEL OVERVIEW OF ROLE

- The Project Administrator is responsible for providing the Project Support Office (PSO) with day-to-day administrative support to ensure the effective and efficient execution of multiple projects across multiple stakeholders
- The Project Administrator will report into the PSO Programme Manager
- The successful incumbent will be employed on a 12-month fixed term contract

## RESPONSIBILITIES

The key responsibilities include, but are not limited to:

### Diary and meeting management

- Schedule meetings on behalf of the PSO team
- Compile and distribute agenda and meeting packs to stakeholders
- Assist the PSO Programme Manager with preparation of PowerPoint presentations
- Record minutes of meetings (e.g. key outcomes, assigned tasks and next steps) and distribute minutes to appropriate stakeholders

### Dashboards

- Develop and maintain project dashboards:
  - Priority action items, who is responsible and deadline dates
  - Overall status of each project
- Ensure that the various administrative elements of the projects are properly co-ordinated so that deadlines are met and duplicate work is eliminated
- Timeously escalate any deliverable risks to the PSO Programme Manager

### General administration

- Maintain electronic filing systems
- Update and maintain the PSO stakeholder database
- Prepare reports/correspondence, as and when required
- Keep all records and information in a manner which is logical and easily accessible
- Conduct appropriate and professional verbal and written communication with internal and external stakeholders
- Ensure timeous and relevant communication with all stakeholders
- Resolve co-ordination and administration issues and problems where necessary, incorporating guidance/approval from the PSO Programme Manager.

## MINIMUM REQUIREMENTS

- A matric certificate
- Advanced working knowledge of MS Office - including MS Project, Word, Excel, PowerPoint and Outlook
- At least 6 - 8 years' experience in an administrative role where sound planning, organising and teamwork skills were demonstrated
- Experience of working on multiple projects and supporting a project team is essential
- Strong customer service focus
- Strong appreciation for attention to detail
- Able to establish and maintain sound relationships with key stakeholders
- Able to express oneself effectively verbally and in writing in the English language
- Able to maintain confidentiality and demonstrate trust and integrity

## ADDITIONAL REQUIREMENTS

- The candidate must be proficient and comfortable working, engaging and executing on the required scope and responsibilities virtually, as required
- The incumbent must be comfortable with a high degree of self-management
- May be required to work after hours and/or on weekends
- Required to travel nationally as and when required
- Available to start by 01 October 2021

### Application process:

**APPLICATION DEADLINE: Friday, 20 August 2021**  
Please submit your cover letter and CV [recruitment@harambee.co.za](mailto:recruitment@harambee.co.za)  
Please do not attach any other documentation.