

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.



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JOB OPPORTUNITY SPECIFICATION

POSITION

Programme Manager:
Digital Work Accelerator Project Support Office

LOCATION

Remote

HIGH LEVEL OVERVIEW OF ROLE

- The Programme Manager is responsible for the successful delivery of the Digital Work Accelerator's (DWA) Project Support Office (PSO), which includes tracking and driving the achievement of strategic outcomes, the management of inter-dependencies, oversight of any risks and issues arising, and the effective leadership of the PSO team
- This is a highly matrixed role which will involve complex coordination and stakeholder engagement and will include the direct supervision of a team consisting of Project Manager(s) and Administrator(s)
- The Programme Manager will have a dual reporting line into the Digital Work Accelerator Lead and the Digital Work Accelerator Steering Committee
- Many of the projects are in the early stages of their lifecycle, and consequently, the incumbent will be required to adopt a flexible approach to the role
- The successful incumbent will be employed on a 12-month fixed term contract

RESPONSIBILITIES

The key responsibilities include, but are not limited to:

- Have a clear understanding of the Digital Work Accelerator strategy, and how it relates to all stakeholders
- Promote the strategic objectives of the Digital Work Accelerator across all stakeholders and actively identify new initiatives and opportunities
- Build and maintain new relationships in the digital and ICT sector
- Consult with all stakeholders to obtain a clear and detailed understanding of the scope and requirements for each project
- Contribute information and recommendations to achieve the successful implementation of the Digital Work Accelerator initiatives
- Develop strategic outcomes and priorities with the Steering Committee and Working Groups
- Assist with unblocking barriers to the successful achievement of the strategic objectives of the Digital Work Accelerator
- Develop project plans for the provision of integrated and prioritised programme management support for the Digital Work Accelerator structures to enable the successful achievement of the strategic outcomes
- Manage consultants and other resources appointed, seconded or contracted to the PSO
- Track and monitor the delivery of project outcomes to ensure they are met within time, cost and resource requirements
- Maintain coordination and interdependencies between the projects and the respective stakeholders
- Build concept frameworks to attract additional funding for Digital Work Accelerator initiatives
- Develop and manage the PSO budget
- Ensure project financial and risk management aspects are timeously escalated to the Digital Work Accelerator Lead and the Steering Committee
- Ensure timeous and relevant communication with all stakeholders
- Consolidate progress reports and dashboards submitted by the leads of working groups and prepare status reports for the Steering Committee against the Digital Work Accelerator's strategic objectives
- Keep all records and information in a manner which is logical and easily accessible

REQUIREMENTS

- Diploma/Degree in Project Management or Operations Management with at least 3-5 years proven experience at a senior level, driving delivery of outcomes
- Experience managing multiple stakeholders, diverse teams and multiple functions
- Experience working in an ambiguous, ever changing, fast paced environment
- Superior relationship management skills
- Highly organised and detail-orientated
- Excellent analytical and problem-solving skills
- Excellent writing skills
- Advanced proficiency in MS Office (particularly Excel and PowerPoint skills).

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
- Drivers licence and own vehicle essential
- 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 to recruitment@harambee.co.za

Please do not attach any other documentation.