



Harambee Youth Employment Accelerator is a not-for-profit social enterprise building African solutions for the global challenge of youth unemployment. We work in South Africa and Rwanda with many partners who are committed to results that can work at scale – including government, the private sector, civil society, and almost **2.5 million youth**.

Harambee is an anchor partner in a breakthrough platform called **SA Youth**. It is part of the **Presidential Youth Employment Intervention** – a coordinated strategic national plan, announced by President Ramaphosa in his 2020 SONA, that sets out priority actions to address the youth unemployment challenge in South Africa by creating opportunities for young people at scale.

SA Youth brings together many partners to create a single national network to allow young people to access a wide selection of earning and learning opportunities, and for opportunity holders to access young engaged work-seekers – for free!




Our staff complement of almost 500 motivated people continues to work both on-site and remotely in a fluid and vibrant environment to tackle the challenges of a country where over 50% of young people are unemployed.

Winner of the 2019 Skoll Award and 2019 Conscious Companies Award.

#changeistheonlyconstant



Learn more about Harambee Youth Employment Accelerator:

-  [Harambee Overview](#)
-  [Changing the System](#)
-  [What is SA Youth](#)

www.harambee.co.za

JOB OPPORTUNITY SPECIFICATIONS

POSITION

Programme Manager

LOCATION

Gauteng

THE ROLE

The Programme Manager is responsible for the successful delivery of Harambee's Demand Unlocking Programme Support Office (PSO), through providing and enabling support to various portfolios, which include priority sectors, programmes and interventions. The role includes leading the design, implementation and management of a new capability for the business. This is a crucial function to support our evolving strategy for systems change, which includes remaining responsive to our future role, obligations and partner needs. The role is crucial for creating and maintaining focus, enthusiasm, momentum and excellence.

WHAT THE ROLE ENTAILS

This is a highly-matrixed role which involves the management and coordination of a team that will provide project management, relationship management and specialist support services to the demand unlocking team, and across Harambee's employer and implementation partners. The role requires partnering with the demand unlocking team, and significant coordination with other internal teams, as well as external partners to co-create and implement solutions.

The responsibilities for this role include:

- **Overall programme management including:**
 - Integration management
 - Scope and quality management
 - Time and cost/financial management
 - Organisational management, including the management of project stakeholders in a matrix structure
 - Stakeholder management, as well as overall communication management
 - Risk management
 - Resource management
 - Procurement management
- **Talent management** through attracting and developing superior talent and ensuring that performance is monitored and evaluated to improve productivity and efficiencies
- Planning and implementing appropriate **training and development** interventions
- **Monitoring and evaluation** of project deliverables on an ongoing basis and taking corrective measures or making changes where necessary
- **Innovative programme management** through analysing demand trends, developing insights, highlighting gaps and developing implementable solutions
- **Data management** and programme/project reporting
- **Ensuring governance and compliance** with all project, funder and audit requirements
- **Representing** Harambee at forums and project meetings, etc.
- **Problem solving, decision making and planning**

WHAT WE NEED FROM YOU

- A Bachelor of Commerce degree or equivalent (minimum)
- Diploma or certification in a recognised Programme/Project Management methodology (ideal).
- At least 3-5 years' management experience at a senior level, managing large diverse teams and functions
- At least 3-5 years' experience managing clients with complex demands
- At least 3 years' experience managing budgets
- Programme and project management experience to ensure on-time and quality delivery within agreed budget
- The following experience would be an added advantage:
 - Experience managing large cross-functional teams across multiple geographies
 - Demonstrated competence and passion for developing talent and working with youth
 - Communication skills in other South African languages

TO SUCCEED IN THIS ROLE, YOU SHOULD HAVE THE FOLLOWING ATTRIBUTES

- Be a conceptual and analytical thinker
- Be results focused
- Have financial and business management acumen
- Have good planning and organizing skills
- Demonstrate leadership and management skills
- Have the ability to lead multi-disciplinary teams
- Have strong process implementation skills
- Have advanced communication and interpersonal skills
- Advanced proficiency in MS Office

You may also be required to travel nationally from time to time

BY WORKING FOR HARAMBEE, YOU'LL GET TO

- Do meaningful, impactful work every day
- Be part of solving one of South Africa's biggest challenges - youth unemployment
- Work with really nice smart people
- Enjoy a flexible working environment, focused on results
- Take time off for yourself with a generous amount of annual leave
- Prioritise your personal growth and development; as well as your health and well-being through a strong focus on holistic wellness

Apply for this position by sending your CV to recruitment@harambee.co.za, including the position you are applying for in the subject line.

June 2022

