

Welcome to Harambee, where we're all about solving youth unemployment through partnerships. We're not your typical organisation – we're driven by integrity, results, impact, and a passion for South Africa's youth. Our work is fast-paced and exciting, thanks to partnerships with key stakeholders such as The Presidency of South Africa, Business Unity South Africa, Youth Employment Service (YES), and others who share our mission.

If you enjoy a fast pace, are change adept love diving into new tech, and thrive in a collaborative, flexible environment, then you're exactly who we're looking for. Our goal remains nothing short of changing the world! Harambee has the capability and unique opportunity to achieve its founding vision of being a catalyst for significant and enduring positive change in tackling the global challenge of this generation. We invite you to join us, and let's make a real impact together.

HOW TO APPLY

Closing date is **13 September 2024**

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

By applying for this vacancy, you give consent for your CV to be reviewed for other roles and shared with the relevant persons at Harambee.

JOB OPPORTUNITY SPECIFICATIONS

POSITION Programme Manager: Nelson Mandela Bay

REPORTS TO Lead: Place-based Partnerships

LOCATION Nelson Mandela Bay

ABOUT THE ROLE

This role involves managing and coordinating various projects and initiatives in Nelson Mandela Bay, with a focus on skills development and demand facilitation. The person will engage with diverse stakeholders to implement programs, identify skill gaps, and foster strategic partnerships. They will be responsible for setting up and overseeing the skills desk at the Chamber of Commerce, ensuring alignment between local skills and industry needs.

JOB DESCRIPTION

Project management & Demand facilitation

- Support the implementation of all initiatives at Nelson Mandela Bay.
- Identify and pro-actively manage risks.
- Support programme / project design and diagnostic.
- Delivery and management of agreed project goals and outcomes.
- Co-ordination and communication with all stakeholders.
- Manage and orchestrate the unlocking of demand.
- Analyse client demand trends and help develop insights.
- Build and maintain relationships with various and diverse partners.
- Conduct stakeholder mapping, intermediation and coordination.
- Strategic partnership engagement and relationship management.
- Conduct storytelling and advocacy for SAYouth to drive inclusive hiring.
- Liaise with clients on new demand.
- Identify, catalyse, grow and secure opportunities on SA Youth.

Skills desk co-ordination at the Nelson Mandela Bay Chamber of Commerce which includes:

- **Skills mapping coordination:**
Coordinate an annual comprehensive skills mapping (through a questionnaire disseminated to the top 50 chamber members) to identify existing competencies and skills in Nelson Mandela Bay, with a focus on quality technical skills.
- **Demand mapping**
Identify the roles, job families and barriers that need to be resolved to enable those existing and latent roles. Identify opportunities for driving inclusive hiring across these roles.
- **Identify and map skills gap to current and future job/employer requirements:**
Research and identify skills and competency gaps among the top 50 Chamber members, with a sectorial breakdown provided. Further identify skills requirements among new investors in Nelson Mandela Bay.
- **Linkages (displaced skills to new investors):**
Facilitate the matching of qualifying displaced skills to new investors, and skills gaps as identified in the skills map.
- **Coordinate skills development and training programmes:**
Identify various stakeholders (SETAs, higher education institutions, public and private organizations/companies) that can develop skills capacitation and matching programmes to match skills with industry requirements as identified in the skills map. Further establish skills development and training project implementation opportunities for the Chamber.
- **Co-ordinating special projects / initiatives:**
Ensure the effective roll-out and co-ordination of a Directors Training Academy.
- Manage other skills related projects as required (e.g. project management and implementation training):
- Ability to facilitate collaboration and partnerships.
- Project management skills.
- Costing and budgeting skills.
- Support the Skills Workstream of the Local Economy Reinvention Think Tank.

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MINIMUM REQUIREMENTS

- Matric / Grade 12.
- Bachelor of Commerce degree or equivalent (minimum).
- Minimum 5 years' experience managing client relationships.
- Minimum 5 years programme and project management experience.
- Skills development and training experience will be advantageous.
- Research knowledge and experience is advantageous.
- Understanding of South African skills development legislation, including the Skills Development Act, Skills Development Levies Act and the role of the Sector Education and Training Authorities (SETAs) will be advantageous.
- Proven expertise in managing multiple stakeholders at various levels.
- Demonstrated talent for forming and leading partnerships between diverse stakeholders working toward a common goal.

COMPETENCIES

- Advanced communication and interpersonal skills
- Collaborative approach
- Ability to engage at senior levels
- Stakeholder and Partnership Management
- Strategic mindset
- Demand led approach to defining outcomes
- Programmes mobilisation & delivery
- Strong presentation skills
- Networking and relationship management skills
- Attention to detail
- Self-motivated
- Have good planning and organizing skills
- Demonstrate leadership and management skills