

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 **19 September 2024**

Apply by sending your CV to [recruitment@harambee.co.za](mailto: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.

**POSITION** UX Co-ordinator

**REPORTS TO** UX Lead Project Manager

**LOCATION** Cape Town

## ABOUT THE ROLE

The UX Co-ordinator helps to manage the timely delivery of product pilots, end-user tests and user workshops in line with the needs of the product team.

## JOB DESCRIPTION

- Engage with the product team to begin to develop an understanding of our youth and partner facing product suites.
- Work closely with the UX manager and head of design to understand our research needs.
- Assist in the documentation of these needs.
- Assist in the development of surveys, work shops or user test designs.
- Engage in practice sessions around these tests.
- Greet testing participants and handle administration needs around these tests.
- Assist in the running of these tests in various roles as needed and skills development.
- Work against project plans, engaging with team members to ensure timely delivery, and regularly communicating back to relevant stakeholders on user testing project progress.
- Handle all administration related to the recruitment of end-users for product research needs: identification, communications, welcoming, collecting key documents required for invoicing.

## MINIMUM REQUIREMENTS

- Matric / Grade 12.
- Experience or educational background in any technical field (design, dev, UX, QA, front-line support) (preferred).
- Minimum of 2 years' experience (depending on educational background).
- Project management – organised and keen attention to detail.

## COMPETENCIES

- Problem solving
- Communication skills
- Technical understanding
- Accuracy
- Attention to detail
- Peoples skills