

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 **31 January 2025**

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

GBS and Digital Programme Specialist

REPORTS TO

GBS and Digital Programme Manager

LOCATION

Johannesburg | Cape Town | Rwanda

ABOUT THE ROLE

To support the Programme Manager in the administrative, reporting, tracking and overall management of the GBS and Digital jobs programme, requiring the transition of 200,000 youth into GBS and Digital jobs over the next 5 years, with a focus on participation of women and persons with disabilities.

JOB DESCRIPTION

- Coordination of diaries i.e. arranging meetings.
- Logistics i.e. travel arrangements.
- Partner engagement & guidance of partners.
- Working with data / data analytics.
- Tracking project performance.
- Managing and updating project plans.
- Preparing presentations and reports.
- Briefing stakeholders to report in various meetings.
- Maintaining project documentation.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- Any completed Project Management course.
- Minimum 2 years' work experience.
- Project Management & data analytics working experience.
- Pan African or African experience i.e. outside of SA (added advantage).
- Proficient in Microsoft Office & Project Management software.
- Experience in the GBS/Digital sector an advantage.
- Able to draft written reports for funders and presentations for internal and external meetings.
- Experience in tracking performance on complex project, with multiple stakeholders and workstreams.
- Coordinate, track and manage multiple inputs, documentation and content - and organise it appropriately.

COMPETENCIES

- **Effective Communication:** Delivers clear and impactful communication tailored to various audiences, utilizing multiple formats and tools.
- **Customer-Centric Approach:** Develops strong customer relationships and provides tailored solutions to meet their needs.
- **Results Orientation:** Sets and achieves high goals, driving issues to closure with a sense of urgency.
- **Partnership Building:** Identifies and cultivates strategic relationships to drive business goals at Harambee.
- **Teamwork and Collaboration:** Actively participates as a team member, fostering strong connections with colleagues and stakeholders at Harambee.
- **Analysis:** Secure relevant information & identifying key issues and relationships from a base of information.