Stronger Together – Job Ad for SA Project Officer – Western Cape

Start date: ASAP

Who we are:

Stronger Together is a business led, multi-stakeholder collaborative initiative whose purpose is to support organisations to tackle forced labour within their businesses and supply chains. We work on a non-profit basis and provide clear guidance and pragmatic resources and training to support employers and labour providers in at risk sectors to deter, detect and deal appropriately with forced labour, labour trafficking and other hidden labour exploitation.

Stronger Together South Africa established in 2017, has been providing training, guidance and facilitating cross-supply chain dialogue in the South African fruit and wine industries and global supply chains. The programme works closely with its partners WIETA and SIZA. We have secured funding from the UK Home Office to expand the programme to the wider agricultural sector in 2019 – 2021, building on the strong foundation, reputation and relationships developed to date and successfully rolling it out to new sectors.

We are looking for an effective Project Officer with strong administrative and organisational skills to support the project managers with excellent event organising, data management and communication skills.

Who you are

Essential

• An experienced administrator who has ideally worked with or within the business sector on ethical trade/responsible business/supply chains behaviour
• Someone with experience of organising training event or workshops
• A great organiser, with the ability to set and meet demanding targets and deadlines, and manage competing priorities
• An excellent communicator
• A motivated and enthusiastic worker, able to work independently and with remote colleagues/stakeholders, delivering day-to-day workload with minimal supervision
• Someone with an excellent eye for detail experienced in data capturing and management
• A good problem solver with the ability to think on their feet

Desirable

• Experience of providing administrative support to innovative projects
• Experience working in or with/knowledge of the agricultural sector