

The Swiss-South African Cooperation Initiative,

a development agency in the field of vocational education and training, seeks a

Project Manager

to implement skills development projects in conjunction with public institutions

This Johannesburg-based position entails all aspects of project management, including:

- Project definition and planning
- Management and co-ordination of inputs and activities
- Organisation and support of personnel
- Record-keeping and report writing
- Liaison and relationship-building with implementing partners, stakeholders and resource-people
- Monitoring and evaluation

The ideal candidate will:

- Have a tertiary qualification and proven competence in a relevant field, such as education, training, development work or the social sciences
- Have at least 5 years' work experience of managing training or development
- Have experience of working for or with public skills development agencies and institutions such as TVET colleges, SETAs and the QA bodies
- Be well-informed about current issues in skills development
- Be fluent in English and at least one other South African language, orally and in writing
- Have a high degree of initiative and a desire to produce quality results
- Have good analytical and communication skills
- Have strong organisational skills
- Be a good networker
- Be computer-literate
- Be in possession of a valid driver's license and able to undertake occasional travel

Remuneration is negotiable on the basis of experience and qualifications.

Closing date for applications: **14 March 2014**