



## Job Description & Person Specification

<b>Position:</b>	Stronger Together South Africa Project Officer	<b>Location:</b>	Stellenbosch, South Africa
<b>Reports to:</b>	Stronger Together South Africa Project Manager – Western Cape	<b>Start Date:</b>	August 2020

### Job Purpose:

To provide administrative support to the delivery of a two-year project to tackle forced labour in the agricultural sector in South Africa. Stronger Together South Africa began as a two-year project in May 2017 funded by the UK Home Office, and received further funding in 2019 to continue the programme for a further two-years building on the engagement, foundation and progress to date. The programme encourages businesses across global supply chains to act responsibly; to educate and equip suppliers with knowledge and pragmatic resources; to facilitate a platform for sharing of good practice and a support network to prevent, tackle and remediate forced labour in their operations and supply chains.

The Stronger Together South Africa Project Officer post is designed to support the two Stronger Together South Africa Project Manager's to ensure the project delivers on targets, on-time, and on-budget. The position is based within the office of the programme delivery partner, the Wine and Agricultural Ethical Trade Association (WIETA).

Please note that this a fixed-term contract until 31<sup>st</sup> March 2021.

### Duties and Responsibilities:

- Administrative Support**– To support the work of the Stronger Together South Africa Project Manager's to manage the South African part of the project, according to the project plan, budget and reporting.
- Data Collection and Management** – To capture and maintain clear data records for the programme contributing to programme reporting including workshop registration data, post-workshop questionnaire data, collating trainers reports and noting if follow-up is required, and stakeholder interactions. Maintain the programmes digital document filing system. Aligning and providing data for Stronger Together's central database/CRM. To interrogate the data to provide statistics for reporting internally and externally. Assisting with updating the programme forecasting on a monthly basis.
- Communications** – Internal and external. To communicate and update the Project Managers, UK-based Programme Manager and team, programme delivery and strategic partners, facilitators and relevant stakeholder's with relevant information as required. To be the first point of contact for the programme managing and responding to general enquiries about the workshops and other elements of the programme via email or telephone as necessary. To send programme communications including pre and post workshop emails, distribution of certificates, workshop and wider programme communication emails and programme newsletters. Participate in Stronger Together South Africa team calls.
- Event Organisation and Support**– To assist in organising the programme workshops and roadshows and other events both online and face-to-face. Including participating in online workshops and events and providing support for facilitators and attendees, sourcing and securing venues, organising catering, IT support required, and organising the relevant materials. To

coordinate between the Project Managers and training facilitators to ensure trainers are booked for workshops in a timely and efficient manner and their invoices are collected and paid.

5. **Management of Resources** – To maintain an inventory of programme resources, to manage printing of new resources and materials when required including sourcing quotes from suppliers.
6. To deliver excellent customer service to members and others and undertake assorted tasks as arise from time to time and other reasonable duties and responsibilities as may be required.

### Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Administrative or businesses related qualification or equivalent relevant work experience.	Bachelors degree in business, international development, social science or other related degree
<b>Experience</b>	Minimum of 2 years' experience in administration including regularly and confidently using Microsoft Office and creating and maintaining databases. Overall experience in IT skills and use of/confidence in using online digital platforms and tools such as Dropbox, Survey Monkey, Google Docs, and online meeting platforms such as, Zoom, gotomeeting etc.  Experience of event organisation and management.	Experience of working in a self-motivated and proactive manner with limited supervision.  Experience of organising training events across South Africa.  Experience of dealing with members of the public / being an external point of contact for an organisation.
<b>Languages</b>	Fluent in English and Afrikaans	
<b>Skills</b>	Organisational; Interpersonal; Clear and good communication; Excellent attention to detail; Ability to work independently delivering day-to-day workload with minimal supervision; Ability to prioritise and work calmly under pressure; problem solving skills.	
<b>Attributes</b>	Positive, can-do attitude and work in a collective atmosphere; Attention to detail whilst retaining sight of the bigger picture	
<b>Knowledge</b>		An understanding of the agricultural industry in South Africa with a focus on ethical trade and labour exploitation
<b>Circumstances</b>	Be able to travel daily to and from work at the WIETA office in Stellenbosch.  Be able to work from home when necessary (i.e., due to lockdown restrictions).	