

## **TORS**

### **Projects Officer (Part-time)**

#### **Southern Africa Regional Office (SACO)**

**Duty Station: South Africa**

**Workplace: Johannesburg or Port Elizabeth, South Africa**

**Type of contract: This is a 1 year part-time service provision contract (96 hours per month, 12 days a month) with the possibility to be extended.**

**Work modalities: A mix of hybrid office/ remote work**

**Start date: 01.04. 22**

#### **Purpose of the assignment:**

To assist the Southern Africa Coordination Office (SACO) supervising and monitoring projects supported by German Corporates and German-based corporations and foundations, assisting implementing partners in all steps of the project cycle, as per donor and tdh requirements and standards. Additionally, the incumbent is expected to enhance the components of learning management and visibility of projects under her/his portfolio.

The incumbent is under the supervision and strategic direction of the Regional Coordinator and works in close collaboration with the M&E and Special Projects Officer and the regional finance controller in the regional office.

#### **MAIN DUTIES:**

##### **1. Programme Development (10%)**

- In close collaboration with the Regional Coordinator (RC) provides strategic guidance on the programme under her/his portfolio and aligns projects to strategic and programmatic frameworks.
- Develops annual plans as per tdh and donor procedures.

##### **2. Project Identification, Planning and Development (40%)**

- With the strategic assistance of the Regional Coordinator, identifies project ideas with implementing partners which contribute to TOCs and overall TDH programme framework, and submits annual lists of projects as part of the annual planning.
- Identifies project partners and conducts an evaluation of partners prior to any engagement, as per tdh requirements and procedures (QUAM)

- Assists in all steps of the development of project proposals, including the narrative part and the budgeting in Excel. This will include, namely the planning and facilitation of the project design workshop, and thorough revision of project proposals and budgets submitted by the implementing partners. When more than one partner is involved, consolidates proposals and budgets and ensures, maximum accuracy, clarity and harmonisation until the final version is agreed with all partners and is submitted to the Regional Coordinator and the Regional Finance Controller for the final screening and subsequently for final submission.
- Assist partners mainstreaming gender, diversity and youth participation in the project cycle.
- Ensures that risks analysis and contingency plans are developed.
- Once the project has been approved, the job incumbent is responsible for elaborating the Project Agreement and FPO (request for disbursement of payments)
- Prepares the TORs for feasibility studies, baselines and external evaluations as per tdh and donors' requirements; Collaborates with the regional finance controller in developing TORs for audit reports.
- Follows-up project payments and reporting deadlines (as per schedule of payments and reports prepared by the regional Administrative Assistants (Adm. Ass.).
- Ensures all project documents are sent to partners and Administrative Assistants for filing.

### **Monitoring and Evaluation, learning and reporting and data management - 50%**

- Assists partners developing MEAL Plans.
- Monitors the implementation of M&E plans and data collection, analysis, and documentation.
- Advises the M&E and special projects officer on MEAL capacity building needs of partners.
- Conducts at least 2 (virtual or physical) monitoring visit a year to all projects under his/her responsibility in the region.
- Works in close collaboration with the Regional Finance Controller to ensure that Audits are delivered on time and with the expected quality.
- Organizes virtual/ presential annual review meetings with partners.
- Ensures revision and quality assurance (as per donor requirements) of annual, mid-year and Final Reports (Narrative and Financial) of all running projects under his/her responsibility. After final revisions, submits reports to the Regional Finance Controller and the Regional Coordinator.
- Assists in the documentation of case studies, best practices and successful stories to be shared through tdh social media/tdh websites and newsletters.
- Facilitates and manages partnerships with research institutions for documentation of good practices in the region.

### **Necessary Qualifications**

- First level university degree in economics, political science, law, or other social sciences.
- At least 6 years' experience in programme/ project overall coordination and management of projects, including situation analysis, project planning, MEAL and all steps of the project cycle.

- Experience in backstopping and capacity building of civil society organizations, both presential and remotely.
- Capacity to write high quality and outcome/ impact oriented reports.
- Demonstrated experience in projects on job readiness and entrepreneurship (including hard and soft skills) of vulnerable youth, will be a plus.
- Excellent communication skills, both written and spoken.
- Computer literate with practical experience in Microsoft packages and online platforms.
- Professional fluency in English. Knowledge of African languages spoken in Johannesburg and PE in South Africa is an advantage.
- Ability and willingness to work with people of different nationalities, religions, cultural backgrounds, sexual orientations and other.
- Gender awareness and sensitivity, and an ability to integrate a gender, inclusivity perspective into tasks and activities.

**Other requirements:**

- Permanent residence in South Africa
- Drivers Licence
- Availability to travel when and where required.

The selected candidate must commit to tdh child safeguarding code of conduct. Tdh child safeguarding policy and procedures include **screening the selected applicant on criminal charges on child offenses prior to contract signing.**