



**Call for Applications
Project Coordinator – South Africa**

Rise Up, based at the Public Health Institute (PHI) in Oakland, California, is seeking a part-time Project Coordinator based in Johannesburg, South Africa to help oversee and support a new project in South Africa. This position is an employment position to support Rise Up's work in South Africa and will be employed through PHI's global employer of record, Elements Global Services.

Organization Summary:

[Rise Up](#) activates women and girls to transform their lives, families and communities through investment in local solutions, strengthening leadership, and building movements. Since 2009, Rise Up's powerful network of over 500 leaders has directly benefited 7 million girls, youth, and women, advocating for over 100 laws and policies impacting 115 million people in Africa, Latin America, South Asia, and the US. Rise Up is based at the Public Health Institute (PHI), a leader in global health and development for over 50 years.

Rise Up's global partnership with Cummins Inc. advances social justice, education, equity, and opportunity for girls and women in India, Nigeria, Mexico, Kenya, the United States, South Africa and Brazil through our Gender Equity Initiative (GEI). The new initiative will be launched in South Africa in mid-2019 is centered around the needs and priorities of South African women and girls in the Gauteng province (with the potential of the initiative including more provinces in future) and will forge partnerships with influencers, traditional and religious leaders, policy makers, and government decision-makers to scale advocacy initiatives at local, state, or national levels. Rise Up will select 20 local nonprofit and civil society leaders working to improve the lives and wellbeing of women and girls, to participant in an Advocacy and Leadership Accelerator workshop. Selected leaders will have the opportunity to develop advocacy strategies to improve gender equity in their communities.

Position Summary:

Rise Up seeks an experienced part-time Project Coordinator (FTE 50%) to support the launch of GEI South Africa. The successful candidate for the part-time Project Coordinator position will bring demonstrable experience in program coordination, a strong background working with teams (both locally and internationally) and strategic thinking to launch the Gender Equity Initiative in South Africa. Program components include overall program administration and logistics, supporting participant recruitment and selection, coordination and implementation of programmatic activities including trainings, provision of technical assistance and site visits to grantees. The Project Coordinator will be responsible for on-going documentation and communications with staff, funders, participants, partners, and vendors.

The Project Coordinator must have strong experience working with teams on complex programs, be optimistic, resourceful, have a strong self-awareness, cultural competence, and emotional intelligence. We look for alignment with our values of excellence, transparency, sustainability, and respect as well as a passion for social justice, and gender equity. This position is open to people of all genders.

Duties & Responsibilities:

1. Project Coordination

- Coordinate, monitor and evaluate GEI in South Africa throughout the duration of the project.
- Liaise and collaborate with local and national partner organizations throughout the project as needed.
- Chaperone adolescent girls and young women as needed and implement Rise Up's Child Protection Policy as the focal point for GEI in South Africa.
- Coordinate participant outreach, co-interview and help select civil society leaders from selected provinces in South Africa as part of our new cohort of Rise Up Leaders.
- Help coordinate Rise Up trips to South Africa for workshops and events.
- Provide general administrative support to the project.

- Maintain regular communication via email, whatsapp, and weekly phone calls with Rise Up Africa Programs Team members.

2. Workshop Coordination

- Organize all training logistics including obtaining quotes and securing training sites, identifying and coordinating local facilitators (as needed), travel arrangements, room and board for participants and Rise Up staff for workshops and events in South Africa.
- Maintain communications with participants and international and regional facilitators
- Coordinate the reimbursement payment for the participants as necessary.
- Provide monthly written progress reports to Rise Up's Africa Programs Team using appropriate reporting formats.

3. Grantmaking and Technical Assistance

- Organize quarterly meetings with participants to monitor grants and conduct due diligence visits to grantee organizations.
- Provide technical assistance on advocacy proposals, reports and overall work to grantee organizations as needed.

4. External relations

- Represent Rise Up in local media and national events as needed.
- Develop, maintain relationships and regular communications with key stakeholders at the community and province level.

5. Financial Management and Administration

- Keep track of all project related expenses and ensure all expenses are within budget allotment and are in compliance with spending.
- Submit monthly invoices and office/program expense reconciliation and accompanying receipts.
- Communicate any concerns regarding financial matters to program manager in a timely manner.

6. Monitoring and Evaluation Roles and Responsibilities

- Gather and compile information on GEI South Africa, including on public events and information, and monitor implementation of grantee projects, as needed.
- Assist in evaluating GEI as needed by conducting interviews, focus groups and site visits to grantee organizations, as needed.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A minimum of 3-5 years of professional experience working with an international non-profit organization
- Demonstrable experience coordinating projects independently and maintaining regular communication with an international team, with the ability to work in partnership with other organizations and build relationships with key stakeholders
- Strong project coordination and organizational skills, with the ability to excel in a fast-paced environment
- Excellent interpersonal communications skills and excellent public speaking skills
- Ability to read basic financial statements and manage a budget and familiarity with data management
- Experience using web-based tools for communication and social media channels
- Strong understanding of grassroots gender equity movements, social justice and women's and girls' empowerment issues in South Africa
- Deep commitment to gender equity, women's and girls' rights and empowerment in South Africa
- Currently located in or near Johannesburg, South Africa with ability to travel domestically 30% of the time
- Flexible schedule, allowing for heavier periods of work when needed
- Experience with training or group facilitation is a plus
- Ability and willingness to travel internationally as needed
- Ability to start immediately

- Fluency in English is required

Please send a CV and a cover letter expressing your interest to Rise Up Program Manager Chantal Hildebrand at childebrand@riseuptogether.org, and Rise Up Country Director Theresa Effa at teffa.C4Cng@riseuptogether.org by June 12, 2019. For more information, please visit www.riseuptogether.org.