



Based in Johannesburg with significant travel required

PROGRAMME MANAGER

SWEAT/Sisonke National Movement in South Africa seeks a dynamic, enthusiastic, and self-motivated Project Manager to be part of our team. The successful applicant will serve as the Project Manager for the Sex Work Movement in South Africa.

The position is based at head office in Johannesburg, but may require travel within different provinces of South Africa and abroad.

The **PROGRAMME MANAGER** will be responsible for the following duties:

- Project and Finance Administration support the project lifecycle management, ensuring adherence to timelines and quality standards.
- Collaborate with cross-functional teams to define project objectives, deliverables, and timelines.
- Review and implement strategic project documents in collaboration with the project leads and team members for funders.
- Monitor and track project progress, troubleshooting any issues with support from the project leads.
- Develop and maintain tools, templates, and best practice documents as required for project implementation, including project repositories and calendars.
- Attend team meetings, providing feedback to working groups as necessary.
- Assist in preparing and presenting project reports, progress updates, and evaluations to stakeholders.
- Perform other tasks and contribute to organizational management as needed.
- Attend and participate to funders check in meetings, who funds specific Project within organisation.
- Attend and participate in Management Monthly meetings to give update of organisation projects.
- Compile and submit reports for funders of each funded project within the organisation.
- Meet with Provincial Coordinators, when needed to, on project related that are undertaken in Provinces.

The **PROGRAMME MANAGER** must meet the following criteria:

TECHNICAL:

- IT Literacy – Knowledge of Word, Excel & PowerPoint
- Report writing skills
- Project management exposure
- Ability to travel as and when required
- Excellent written and verbal communication skills
- Experience in budgeting and financial management

BEHAVIOURAL:

- Relating and networking
- Persuading and influencing
- Presenting and communicating information
- Information gathering and problem analysis
- Planning and Organizing
- Verbal and written communication
- Impact
- Stress Tolerance – Working under pressure

VALUES

- Passion
- Integrity
- Reliability
- Compassion - Empathy
- Positivity

QUALIFICATIONS & EXPERIENCE

- Matric (Grade 12) with 5 to 10 years' relevant experience or Diploma/Degree with 3 to 5 years' relevant experience
- Minimum of 5 years of experience in project management, preferably in a similar industry
- Project management qualification would be an advantage
- Strong knowledge and understanding of project management methodologies and tools
- Highly organized with exceptional attention to detail and the ability to prioritize task
- Self-motivated and proactive, with the ability to work independently and meet deadlines
- Understanding of the NPO sector and specifically the sex work environment

View the full job description and application instructions on Sisonke LinkedIn and email your application by **Friday 11 August, 2023** to hr@sisonke.org.za