



ADVERTISED: 08 April 2024

VACANCY

PROGRAMME MANAGER - ARTISAN EMPOWERMENT AND JOB CREATION

ONE YEAR CONTRACT

The role entails the leading, designing and managing artisan focused job creation and self-employment opportunities. The candidate shall be responsible for mobilizing resources for accredited artisan development, spearheading initiatives to identify skills gap and aligning same with skills development interventions and, identifying and pursuing artisan placement opportunities. The incumbent will also be responsible for identifying and pursuing technology-based artisan empowerment interventions and establishing partnerships with public and private sector stakeholders relating to job creation and skills development.

KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

- a) Lead resource mobilization for artisan focused development, job creation and self-employment programmes.
- b) Direct the development of artisan empowerment and employment programs in collaboration with stakeholders.
- c) Design and oversee the implementation of artisan development programmes including training programs, mentorship opportunities, and employment placements.
- d) Establish partnerships with industry stakeholders to identify skills gap, jobs and skills development opportunities.
- e) Monitor and evaluate program outcomes and impact, making adjustments as necessary to ensure effectiveness.
- f) Provide guidance and support to program staff, volunteers, and participants.
- g) Represent the organization at meetings, conferences, and events related to artisan development and job creation.
- h) Maintain accurate records and documentation related to program activities, budgets, and outcomes.
- i) Prepare regular reports and updates for internal and external stakeholders.

MINIMUM REQUIREMENTS

Qualifications and Experience

- Relevant graduate degree including but not limited to development and social studies, commerce or engineering. A post graduate qualification will be an added advantage.

- Extensive experience in skills development project or program management, including planning, implementation, and evaluation is a must.
- Strong networks and relationships within the sector education and training environment.

Competencies

- a) Strong leadership and communication skills, with the ability to engage and motivate diverse stakeholders.
- b) Excellent organizational and time management abilities, with a keen attention to detail.
- c) Problem-solving and analytical skills, with the ability to assess complex situations and develop innovative solutions.
- d) Proficiency in project management tools and techniques.
- e) Ability to work independently and collaboratively within a team environment.
- f) Passion for artisan empowerment and a commitment to making a positive impact on communities.

The successful candidate will be subjected to signing of a performance contract and verification of qualifications. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.

Please send your detailed CV and certified copies of qualifications to

The Human Resources Department

Tel: (043) 704 5783

Email: humanresources@ecdc.co.za

Closing date: 17 April 2024