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**ADVERTISED: 08 April 2024**

**VACANCY**

**PROGRAMME MANAGER – JOB CREATION AND YOUTH EMPOWERMENT**

**TWO YEAR CONTRACT**

The incumbent shall be responsible for leading, designing and managing a youth focused jobs and opportunities creation programme. Interventions under the role include advancement of digital solutions geared towards promoting self-employment, mobilization of resources for specialized development and placement of graduates, alignment of skills development with job opportunities, and establishing partnerships with industry stakeholders in identifying skills development gaps, jobs and funding opportunities.

**KEY DUTIES AND RESPONSIBILITIES**

**The Key Performance Areas will encompass:**

- a) Identify digital technology inclined opportunities for massifying job creation and self-employment and pioneer formulation and/or acquisition of digital appropriate digital platforms.
- b) Develop and implement strategic initiatives for youth development programs in collaboration with stakeholders.
- c) Design and oversee the implementation of youth-focused initiatives, including training programs, mentorship opportunities, and employment placements.
- d) Establish partnerships with industry stakeholders to identify job opportunities and skills development needs.
- 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 youth development and job creation.
- h) Maintain accurate records, documentation related to program activities, budgets, and outcomes.
- i) Prepare regular reports and updates for internal and external stakeholders.

**MINIMUM REQUIREMENTS**

**Qualifications and Experience**

- Graduate degree in relevant field including but not limited to Information and Communications, Commerce or Engineering. A post graduate qualification will be an added advantage.

- Proven experience in youth development programs, related initiatives and/or ICT based development.

### **Competencies**

- Strong leadership and communication skills, with the ability to engage and motivate diverse stakeholders.
- Excellent organizational and time management abilities, with a keen attention to detail.
- Problem-solving and analytical skills, with the ability to assess complex situations and develop innovative solutions.
- Proficiency in project management tools and techniques.
- Ability to work independently and collaboratively within a team environment.
- Passion for youth 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 qualification. 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](mailto:humanresources@ecdc.co.za)

**Closing date: 17 April 2024**