

INNOVATE DURBAN

**WE'RE  
HIRING**

**Junior Coordinator**

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## Junior Coordinator

### Who we are and why work for us?

Innovate Durban is a Non-profit Organisation aimed at supporting innovators and developing the innovation and entrepreneurial ecosystem in KwaZulu-Natal.

We are a young company with a bunch of people who are passionate about innovation and highly motivated to implement programmes that support innovators in Durban. We are driven by a continuous need to deliver high quality work and work that adds immense value and impacts the lives of others.

Furthermore, collaboration within our company and with others is a critical part of how we work. Our work is fast paced, forward looking and highly rewarding!

We are needing to fill the role of Junior Coordinator - Programmes in the organisation to ensure that we continue providing direct support to innovators and the development of their innovation.

So, if you are a motivated, innovative individual, that is open to collaboration and has good work ethic and integrity, then you may fit right in!

**Position: Junior Coordinator - Programmes**  
**Salary: Market-related commensurate with experience**  
**Location: Durban**  
**Duration of contract: 2 years (with an option to renew)**  
**Deadline for application: 20th July 2021**

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### **Purpose of the position:**

To provide support, coordination and monitoring and evaluation of programmes and projects under the Innovation Support portfolio of Innovate Durban.

### **Main Duties and responsibilities include:**

#### **A. PROGRAMME/PROJECT COORDINATION & FACILITATION**

##### **Effective coordination of key programmes and projects**

- Administration, coordination and logistics of relevant programmes and projects, and effective use of electronic project management tool
- Facilitate / Support the facilitation of workshops
- Report writing for individual Programme Areas and Platforms and Consolidated reporting
- Research into new trends, opportunities and any other relevant content

#### **B. STAKEHOLDER ENGAGEMENT**

##### **Partnerships and networks that ensure sustainable opportunities for the organisation and beneficiaries**

- Support the identification of new partnerships for the organisation and for projects and programmes
- Support in maintaining existing partnerships
- Liaise with stakeholders under guidance of the Programme Lead
- Monitoring stakeholder relations and engagements

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### C. ADMINISTRATION

- Effective administration (including financial information) associated to projects and programmes
- Keep and maintain accurate records and documentation
- Compiling minutes, preparing reports as required

### D. MONITORING AND EVALUATION ADMINISTRATION

- Provide administrative support to the Research and Impact Lead
- Assist in coordinating, monitoring and collecting data and information related to the M&E Framework and Theory of change of the organisation and programmes/projects.

### Company Benefits:

- Company laptop
- Retirement Annuity contribution

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### Requirements:

#### Minimum

- A qualification in a relevant or related field
- 2-3 years' experience in project coordination
- 1 year facilitation experience
- Knowledge and experience working in Monitoring and Evaluation
- Experience and ability to work with stakeholders and beneficiaries
- Experience and ability to work with youth
- MS Office proficiency

#### Skills and Abilities

- A demonstrated commitment to professional ethical standards and a diverse workplace
- Good communication, interpersonal and project coordination skills
- Ambitious and goal-oriented, always looking to push yourself to achieve the most you can in your role
- Focused and motivated to work to targets
- Ease in maintaining good, positive working relations with colleagues
- Ability to juggle priorities and work on own initiative
- Attention to detail

#### Advantageous

- Interest in innovation and entrepreneur development
- Interest in socio-economic development

The successful candidate will be someone who is highly motivated, willing to go the extra mile, takes initiative, manages their time effectively and is flexible.

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*Please note that this is a full time position based in Durban.*

Starting date: 1st September 2021

To apply for this role please follow this link to complete the job application questionnaire and we will be in touch with you thereafter: <https://forms.office.com/Pages/ResponsePage.aspx?id=zqg3in-aZU6TCLw7F6ezx7fYvFYlexZDjJGg330GMVtUMkw4NzNXV0xWMEpTWVIRSjZCTUJLRjdPQi4u>

NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED