

Ntsika Project Coordinator – applications now open!

The Justice Desk is growing and have officially opened up the call for applications for a full-time project coordinator in our Cape Town office.

The Justice Desk

We are a Human Rights non-profit organisation operating in South Africa, Zambia and Zimbabwe. We were established in 2013, with the main goal of Promoting the Power of Everyday Activism.

In order to do this, we empower ordinary people to understand and defend their Human Rights - so that they can transform society and create a more just and equal world! We also work alongside civil society, NGOs, businesses, and governments across the globe to challenge and eliminate the root causes of injustice

The Position: We're looking for a project coordinator to run our Ntsika yeThemba Project.

The Ntsika yeThemba Project aims to end Gender-Based Violence by equipping a generation of positive male role models, who challenge toxic masculinity and GBV, as well as promote equal rights and justice for all!

Through various positive role model encounters and mentorship initiatives, as well as through the use of outdoor adventure-based education; young boys from vulnerable communities, many without fathers or father figures, are being empowered to become incredible leaders and agents of change.

The Ntsika boys are reshaping, re-defining and re-building positive ideas and actions of masculinity. They are being taught how to respect one another, respect women, understand consent and be a part of building a free and equal country for all!

We are looking for someone who is patient and flexible, ready to take on anything thrown their way, and someone who is able to manage, inspire and lead teams. We are especially looking for someone with experience working with young people in outdoor based education.

Requirements:

- Must have high quality speaking, reading and writing skills in English AND isiXhosa / Afrikaans
- Must have a driver's license
- Must have an undergraduate & honours degree in social work / social development / Outdoor based education, and additional preference will be given to those with additional qualifications. Master's Degree is desirable.
- Must have experience working with youth and in particular young boys.
- Must have experience in outdoor based education.
- Must have a minimum of level 4 First Aid.

- Must have past experience managing projects and teams of people.
- Must be self-directed and self-motivated with the ability to work in a fast-paced environment and efficiently manage multiple tasks, projects and priorities.
- Must be capable of leading project teams and reporting to management for feedback sessions.
- Must have previous volunteering and work experience.
- Must have strong public speaking skills.
- Must be able to work under high pressure, adapt, and think outside of the box.
- Must be a team player.
- Must have a valid police clearance.
- Must have a passion for ending Gender Based Violence, and working with young men to address the root causes of GBV.

Responsibilities:

- To coordinate the organisations Ntsika project alongside other coordinators.
- To develop and coordinate the outdoor education component of the project, ensuring safe and well run activities.
- To be responsible for the overall running of the project and its sessions - overseeing the wellbeing, mentoring and care of all heroes, volunteers and team members in the project.
- To plan, develop and execute the project's day to day operations.
- To oversee, support and lead the Core Team volunteers in their duties.
- To create and continually update the curriculum and any other educational materials or content for the project.
- To update the Resource Cupboard and keep the resources stocked.
- To oversee any and all resources, equipment or other items allocated to the project.
- To deliver safe and effective activities in accordance with aims and objectives of the project.
- To support and assist participants throughout their engagement in our project, with a special focus on follow-ups and after-session support.
- To do any other task associated with the running of this project.
- To ensure medical equipment and safety protocols are always up to date and in place.
- To co-create a curriculum of content for Ntsika for 3 years of heroes.
- To create and upkeep outdoor based educational materials, activities and tools.
- To recruit Ntsika volunteers and mentors.
- To organise any events, camps etc. associated with the project.
- To maintain the quality of the organisation's project, as well as oversee the budget and staff/interns assigned to the project.
- Coordinating and maintaining ongoing contact with project beneficiaries'/community leaders/ stakeholders etc.
- Monitoring and evaluation of the project's impact.
- Conducting research, contributing to written reports, organizing meetings and events.
- Developing resources such as reports, fact sheets, and program related policies and strategies.
- Conducting problem analysis with community partners as needed.
- Representing TJD to an expanding group of allies and partners to strengthen relationships, communicate our goals, and provide education and resources regarding our work.
- Engaging in public speaking in a variety of formats to represent the organisation's work to external stakeholders, including the media, partners and policymakers.
- Onboarding and training new staff assigned to projects.
- Other duties as assigned.

Essential Skills + Experience:

- At least three years of demonstrated work with and/or connection to communities, partners, and stakeholders affected by human rights violations in South Africa.
- Demonstrated experience in outdoor based education and safety protocols.
- Must have a minimum of level 4 first aid.
- Excellent project management skills, with a track record of coordinating projects.
- Comfortable with logistical tasks and a can-do attitude towards problem solving.
- Strong relationship building, teamwork and communication skills.
- Ability to work well in a multicultural environment.
- Ability to communicate well, manage effectively and coordinate a team of volunteers.
- Demonstrated problem-solving skills, flexible and able to handle pressure well.
- Ability to travel (nationally and internationally).
- Excellent written, verbal, and interpersonal communication skills.

The Location: The Justice Desk head office is in Greenpoint, Cape Town, South Africa.

To apply: email your CV, a motivational letter, and 2 references to info@justicedesk.org

Please note that if applications do not have all the required supporting documentation, they will NOT be considered.

Please ONLY apply if you meet the requirements.

If you do not hear back from TJD within 2 weeks, please note that your application has been unsuccessful.

Applications close: 25th of February 2022.