

Junior Program Manager – applications now open!

The Justice Desk is growing and have officially opened up the call for applications for a full-time junior program manager 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 junior program manager who will work across various TJD projects.

We are looking for a junior program manager to assist in overseeing our projects and reaching our overall organizational goals. 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.

You will work in various Justice Desk projects that include (but are not limited to):

- The Mbokodo Club project which works with girl survivors of rape and GBV from marginalized communities.
- The Ntsika yeThemba Project which works with young boys from marginalized communities who are trying to end GBV.
- The Youth Ambassadors Project which works with young people in over 50 schools who are advocating for children's rights.
- The Umoya Project which works with disabled, elderly and abandoned people.
- The Ukhula Project which focuses on child safeguarding and nutrition.
- Research and Advocacy Project which coordinates our advocacy efforts.

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, and additional preference will be given to those with additional qualifications (in politics, English, sociology, anthropology, business studies or any equivalent). Master's Degree is desirable.
- 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 program teams, progress and M&E meetings, and management 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 out of the box.
- Must be a team player.
- Must have a valid police clearance.

Responsibilities:

- Design and work with project's teams to coordinate and execute TJD projects that advance TJD's priorities with community partners.
- Maintaining the quality of the organisation's programs and projects, as well as oversee the budget and staff for projects.
- Coordinating and maintaining ongoing contact with project beneficiaries'/community leaders/stakeholders etc.
- Monitoring and evaluation of project impact.
- Conducting research, contributing to written reports, organizing meetings and events.
- Supporting senior management and their relationships with stakeholders.
- Developing resources such as reports, fact sheets, and program related policies and strategies.
- Conducting problem analysis with community partners as needed.
- Assisting legislative advocacy efforts.
- 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.
- Excellent project management skills, with a track record of coordinating multi-site projects.
- Ability to manage and assess multiple programs and competing priorities in a fast-paced environment.

- Ability to diplomatically work with a range of stakeholders, understand requirements and build consensus.
- Comfortable with logistical tasks and a can-do attitude towards problem solving.
- Strong relationship building, teamwork and communication skills.
- Comfortable with donor-facing calls and meetings.
- Ability to work well in a multicultural environment.
- Ability to communicate well, manage effectively and coordinate a team of program coordinators.
- 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.