

### **Project Coordinator – Applications Now Open!**

Justice Desk Africa is growing and have officially opened up the call for applications for a projects coordinator for our Mbokodo Project!

#### **Justice Desk Africa**

We are a Human Rights non-profit organisation operating across Africa. 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 cause of injustice.

#### **The Position:**

We're looking for a project coordinator for our Mbokodo Project.

The Mbokodo Project (The Rock Project) focuses on contributing towards achieving the end of gender-based violence, by creating an incredible sisterhood of girls fighting for gender equality. The project focuses on girl survivors of rape and gender-based violence from marginalized communities, and offers leadership and empowerment workshops; self-defence and fitness sessions; as well as mental health care and support. The motto of this project is "wathint'abafazi wathint'imbokodo" which translates to "you strike a woman; you strike a rock".

#### **Requirements:**

- In order to relate to the young girls in the project, we are looking for a woman between the ages of 25 and 35.
- Must be able to speak English and isiXhosa or Afrikaans.
- Must have a valid driver's license and be an experienced driver.
- Must have a minimum of an undergraduate degree in social work, social development, politics, English, sociology or an equivalent.
- Must have experience working with young women and girls.
- Must have previous volunteering experience or proven work in community engagement.
- Must have previous work experience in project management or coordination.
- Must have high quality reading, writing, project coordination, volunteer management, curriculum development and public speaking skills.
- Must be able to work under high pressure and tight deadlines, while being able to adapt and think outside of the box.
- Must be a team player and show initiative!
- Must be available on weekends and some evenings. The project sessions are held every second Saturday and camps are run 4 times per year over full weekends. Must be available to run volunteer trainings when necessary online in the evenings.

#### **Responsibilities:**

- Project planning, management, coordinating and running.
- Educational curriculum and content development for the various age groups of girls in the project.
- Creating and presenting various talks and trainings.
- Monitoring and evaluation of the project, which includes report writing and tracking project impact on participants.
- Recruiting, mentoring and managing a large groups of volunteers.
- Any other general duties assigned by Justice Desk Africa.

#### **The Location:**

The Justice Desk Africa head office is in Cape Town, South Africa.  
To apply: email your CV, a motivational letter, and 2 references to [info@justicedesk.org](mailto:info@justicedesk.org).

**Applications close: 21 July 2023**

**Please note if you do not hear from us within three weeks of applying, consider your application unsuccessful.**