



PROJECT COORDINATOR: AMALI DATA PROGRAMME

(Payclass 09; 24-Month Contract)

African Centre for Cities (ACC)

School of Architecture, Planning and Geomatics

Faculty of Engineering and the Built Environment

Please note that only applications from suitably qualified members of the permanent and temporary UCT staff will be considered.

The African Centre for Cities (ACC) at the University of Cape Town invite applications for a full time **Project Coordinator** for a twenty-four month period with the possibility of renewal, dependent on funding.

We are looking for an individual with strong administrative and project management skills to work as part of the African Mayoral Leadership Initiative (AMALI) Data Programme team, located within the African Centre for Cities (ACC).

ACC was established in 2007 at the University of Cape Town as an urban research institute. The ACC is based in the School of Architecture, Planning and Geomatics in the Faculty of Engineering and the Built Environment, but is interdisciplinary in scope, drawing on expertise on urban issues from across the university. AMALI, located within ACC, focuses on supporting African Mayors in their legacy goals and involves in-depth and ongoing technical and skills support over the course of a calendar year. The AMALI Data Programme specifically focuses on supporting African mayors and their executive and data teams in the collection, analysis, and use of data necessary for effective decision making and reporting at a city-scale.

The AMALI Data Programme Project Coordinator will be responsible for providing wide-ranging administrative support to other members of the AMALI Data Programme team, specifically the Programme Manager and Operations Manager in running various components of the programme. This will include project management support, organising travel and events, overseeing communications with all participants in the programme and maintaining all necessary records.

The successful candidate will join a vibrant and growing AMALI Data Programme team located at ACC at the University of Cape Town. We are seeking to appoint a dynamic candidate a proven track record in administration and project management.

The salary range for this position is between R 294 596.00 and R 547 802.00.

Requirements for the position:

- Administration/project management (or equivalent) diploma or degree with 2 years relevant experience OR Matric with at least 5 years of relevant experience.
- Excellent people skills, including the ability to interact well with individuals from diverse professional and non-professional backgrounds, including internal (UCT) and external stakeholders.(such as high-profile political leaders)
- Excellent time management / project management skills
- Ability to work well under pressure
- Excellent verbal, written and presentation skills.
- Computer literacy – high level of proficiency in MS Word and MS Excel
- Ability to exercise judgment and work with minimal supervision
- A commitment to the provision of excellent service
- Attention to detail
- Fluency in French would be an advantage

To apply, please e-mail the below documents in a **single pdf file** to Marlene Joubert at Marlene.Joubert@uct.ac.za. Please include "Project Coordinator: AMALI Data Programme" in the title of your email.

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- A 1-2-page motivation letter specifying the relevance of experience for the position.
- A detailed curriculum vitae.

An application which does not comply with the above requirements will be regarded as incomplete and might not be considered. Only shortlisted candidates will be contacted and may be required to undergo competency assessments.

Telephone: 021 650 2881

Website: www.africancentreforcities.net

Reference number: E231207

Closing date: 05 February 2024

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf." www.hr.uct.ac.za/hr/policies/employ_equity.

UCT reserves the right not to appoint.