



The Development Action Group (DAG) is a leading non-profit, non-governmental organisation. DAG's mission is to create, implement and support community-centred developments in order to address economic, social and spatial imbalances.

**DAG seeks to employ a Project Coordinator, based in Cape Town.**

The position will be a one-year contract with a 3-month probation period.

**Start Date: As soon as possible**

**Key Responsibilities:**

- With support, assist and lead in conceptualizing and implementation of programme and projects
- Support community groups and community organisations in advancing their housing and land rights
- Distil lessons and learnings from projects and programmes to inform organisational objectives and outcomes, including reporting back to the Programme Manager
- Work across various projects and programmes as a team member or lead, as required by the organisation
- Prepare and implement project briefs, training and facilitation materials, architectural drawings, planning layouts etc. as required by the project
- Monitor overall progress of projects and report on progress against overall programme plans
- Manage, monitor and report on overall expenditure of projects, in conjunction with the Programme Manager
- Report any actual or anticipated over or underspend on projects to the Programme Manager as a matter of priority
- Assist management in preparing funding applications, funder and board reports in a timely manner
- To, with support, prepare consultant's briefs and negotiate them together with management
- Supervise and monitor the performance and payment of consultants and contractors
- Facilitate appropriate and effective planning, decision-making, communication, and problem solving within the team
- Coordinate with team members to deliver the intended project goals and objectives
- Provide facilitation, research and technical skills as necessary for the implementation of the project and programmes
- Advocate and lobby informed by current policy but grounded in project experience
- Keeping up-to-date with developments in the development and housing sector
- Identify blockages in the policy and delivery environment relevant to DAG's programmes
- Participate in advocacy and lobby key stakeholders from both the public and civil society sectors
- To network DAG and our project partners with other key role-players including public officials and others in the private sector
- To represent DAG at various public platforms
- Prepare reports for both internal learning, broader advocacy and funders
- Prepare communication materials such as Facebook posts, twitter feeds, blogs, newspaper articles etc. in consultation with the Programme Manager and Communication Officer

**Requirements:**

- Relevant degree or diploma e.g. Social sciences, Social development, Planning, Architecture, Urban Design, Adult Education, Geography, Social Anthropology etc.
- Five years' experience in the relevant sector and field
- At least 2 years' experience working with community groups, social movements and/ or civil society organisations living in informal settlements/ backyard structures
- Sound knowledge of training methodologies and techniques
- Sound knowledge of issues relating to the development sector as well housing and urban policy frameworks
- Conversant with key stakeholders, concepts and how they relate to the housing delivery process
- An understanding of social theory and the dominant social perspectives (world views)
- Strong conflict resolution and negotiation skills
- Ability to use the MS Office suite at an intermediate level.
- Excellent time management, planning and organising skills
- Excellent verbal and written communication skills are required and knowledge of at least one other South Africa language is an added advantage
- Valid driver's license (own car would be an advantage)

To apply, please click on hyperlink to submit your application

[https://docs.google.com/forms/d/18Y3\\_24Rk3dlcpqt1R7-LOAjk8BzExmNRp4F46EBZouA/edit](https://docs.google.com/forms/d/18Y3_24Rk3dlcpqt1R7-LOAjk8BzExmNRp4F46EBZouA/edit)

by 16h00 on Friday, 01<sup>st</sup> of April 2022.

Only short-listed candidates will be contacted within three weeks of the closing date.

DAG is an equal opportunity organisation, values diversity and pursues employment equity.

Preference will be given to female, black and specially-abled candidates.

This position is based in Cape Town, no relocation costs will be covered.