

Salary Band 3T	Junior Digital Skills Development / Digital Recruiting with South African Companies Advisor
Reports to:	Programme Component Manager: Digital Skills for Jobs and Income (DS4JI)
Duration	Until 31 March 2024

1. BACKGROUND

The **Digital Skills for Jobs and Income Project (DS4JI)** supports the improvement of employment prospects of young people, in particular young women, in an increasingly digitalised economy. The project is based on a combination of vocational education, skills development and employment promotion. It supports:

- the access to a qualitatively improved and demand-oriented vocational education at selected TVET-Colleges, by integrating digital skills and methods into the training courses of the formal vocational education and training system (**Output 1**).
- the access to demand-oriented skills development through supporting selected innovative, non-formal training measures (**Output 2**).
- the improvement of recruitment policies of companies by supporting HR specialists in the introduction and implementation of new, gender-sensitive approaches to identify applicants with the company's digital skills in demand (**Output 3**).
- intensified networking and cooperation of initiatives and actors and the exchange of learning experiences in the transformative process of digitalisation of the South African economy (**Output 4**).

The project is partly funded by the G20 **#eSkills4Girls Initiative** that aims at tackling the existing gender digital divide. Therefore, to a large extent the projects beneficiaries will be young women and girls with the aim to improve their access to the digital world.

On the German side the DS4JI is implemented by the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** on behalf of the **German Federal Ministry for Economic Cooperation and Development (BMZ)**. The project is part of the newly established Vocational Education and Skills Development Cluster.

A. RESPONSIBILITIES

The Junior Advisor is responsible for:

- Assisting the Project team Leads in achieving the projects objectives and tasks across all outputs, including Monitoring and Evaluation
- Supporting the project team with internal processing of contracts, collecting and collating information by engaging with project members and service providers
- Files and maintain information and data (electronic and printed) relevant for the project
- Supports in the coordination and preparation of activities as and when required by the project team leads
- Creates and maintain presentations and communication material across all outputs

B. Tasks

The Junior Advisor performs the following tasks:

- Supports the co-ordination of Service Providers, especially the planning and following up of proposals, reports and meetings
- Supports with the regular liaison and communication with training providers on the progress and implementation on their training activities
- Checks all proposals and reports against the project's checklists and criteria
- Liaises with service providers, sets up meetings and workshops (Virtual/hybrid/in person)
- Assist with planning, preparing and carrying out (virtual/ hybrid/in person) events, project steering committee meetings and stakeholder workshops
- Checks the quality of reports provided for the results-based monitoring and reporting processes
- Support the team with site visits to partners and report writing after the site visits
- Review tracer study reports, data collection tools and case study reports submitted by the appointed service provider
- Support technical advisors with conducting research
- Keep all reporting tools and other M&E tools up to date
- Assists with collecting relevant information to support the communication of output relevant information that this is done in accordance with the communication guidelines of GIZ
- Contributes to the technical design of measures / Terms of Reference and activities and ensures the quality of implementation also by external resources / service providers / grant receivers etc. contracted by performance contracts or financing agreements
- Draft presentations, reports and project relevant documentation as required
- Liaise with internal support staff on the progress of the delivery of their service
- Supports with project administration and progress report activities.

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCES

Qualifications and experience

- A minimum of a Honours Degree ideally in Development studies, Social Sciences, Education, Economics or similar areas
- At least 1-3 years of relevant work experience
- Well organized with strong administration and Document Management skills
- Ability to review and integrate information from different sources and produce information relevant for reporting to different audiences
- Strong interpersonal, intercultural and diversity skills
- Excellent writing and communication skills, fluency in English
- Ability to work as part of a team and independently in a structured, methodical manner
- Excellent MS-office skills (teams, outlook, power point, word, excel)
- Self-driven, quick to learn, flexible and highly motivated
- Experience within the context of international development co-operation would be an advantage

Competencies Experience:

- Qualification should be enhanced with a basic understanding of the following:
 - Project Management
 - Strong analytical skills
 - Experience in (online/in person) event organisation/ management and performance (e.g. webinars, conferences)
 - Reporting, communications and stake holder management
 - Chairing of meetings and minute taking

Other knowledge, additional competences

- South African Youth Ecosystem, the structure and operations of initiatives dealing with youth development
- Knowledge of Digital Skills requirements and Future of Work issues
- Understanding of Digital Skills frameworks
- Understanding of reporting on project results and objectives
- Familiarity with gender-sensitive project approaches; and Diversity, Equity and Inclusivity (DEI) practices
- Flexibility and mobility: if required readiness to travel

D. ADDITIONAL INFORMATION

- This position is Pretoria based;
- The contract period for this position is until 31 March 2024;
- You will be required to do a Microsoft Office skills assessment test as part of the recruitment process.

E. APPLICATION PROCESS

Suitable candidates should apply for this position by submitting **a motivation letter (max. 1 page)** detailing why they should be the preferred candidate. This should be accompanied by a **detailed CV indicating their nationality** to: recruit-pretoria@giz.de for the attention of Head of HR with the Subject Line: **“Application for DS4JI Jnr Advisor Role”**.

Closing date **for Application: 23 September 2022**

Only shortlisted candidates will be informed!

Applications without a motivation letter will not be considered!