Salary Band 4	Digital Skills Development / Digital Recruiting with South African Companies Advisor
Reports to:	Component Manager
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 Initative** that aims at tackling the existing gender digital divide. Therefore, to a large extend 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 Technical Vocational Education and Employment Cluster.

A. RESPONSIBILITIES AND TASKS

The Technical Advisor is responsible for:

- Support the Head of Component in implementation of Outputs 2 and 3 of the DS4JI project;
- Support with technical advise on tasks/deliverables particularly for Outputs 2 and 3; but also to other Outputs as required;
- Support the project team on conceptualising and the design of inclusive hiring practices (output 3);
- Support the team in managing implementation partners, including contracting processes, communications and other elements of maintaining fruitful partnerships;
- Contribute to the achievement of the set Outputs indicators;
- Contribute to the projects results-based monitoring and reporting processes.

Implementation Responsibility

The Technical Advisor:

- Supports in a responsible way the Head of Component and the Project Director in the achievements of the results and the achievements within the Outputs;
- Supports the Head of Component in steering and management of the performance of contractors and initiatives which receive financing and grants contributing to the achievement of the target indicators of the outputs;
- Supports the Head of Component in management and implementation of the measures planned within the Outputs;
- Supports the communication of output relevant information by ensuring that this is done in accordance with the communication guidelines of GIZ;
- Manages the interface to other relevant projects within the cluster and beyond, and ensures sound and impact oriented cooperation.

Technical responsibility

The Technical Advisor:

- Supportsthe implementation of measures in his/her area of responsibility according to the rules and guidelines of GIZ;
- Contributes to the technical design of measures / Terms of Reference, and ensures the quality of implementation by external resources / service providers / grant receivers etc. contracted by performance contracts or financing agreements;

- Supports in a responsible way the achievement of the target indicators of Outputs 2 and 3 and monitoring and reporting of the achievement accordingly and in time with the reporting cycles;
- Contributes to the projects results-based monitoring and reporting processes;
- Represents the DS4JI project in targeted, relevant platforms, meetings and events nationally and internationally.

B. TASKS

Technical Assistance

- Initiate, develop, support and manage the implementation of the DS4JI Outputs 2 and 3 in cooperation with selected initaitives, groups, stakeholder and companies to support the digital transformation of the South African economy and society;
- Assist in planning and steering the implementation of Output measures and activities like networking events, multi-stakeholder dialogues and fora, national and international conferences, etc. on the acquisition of digital and foundational competences and the digital transformation of the South African economy and society. A special focus is given on girls and young women;
- Assist in building and strengthening capacities of the selected partner institutions by integrating digital teaching and learning methods such as e-learning or blended learning;
- Assist in strengthening the capacities of partner organisations also in the public sector, e.g. Departments of the South African Government;
- Facilitate the set-up of learning processes and ensure knowledge management for policy making processes and system relevant improvements in the South African stakeholder ecosystem;
- Support the set up of data driven / data based processes and tools for pathway management of young South Africans and serve interfaces to other projects and initiatives where necessary.

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPRERIENCES
Qualifications:
- A post-graduate university qualification in Economics, Education, Social Sciences, Education or similar areas.

Professional experience

- Qualification should be enhanced by at least 5 years' relevant working experience with a good understanding of the following:
- South African Youth Ecosystem, the structure and operations of initaitives dealing with youth development;
- Knowledge of Digital Skills frameworks, requirements and Future of Work issues;
- Familiarity with and understanding of 21st century skills requirements and growth areas in the South African economy;
- Experience in managing partnerships, including reporting and contracting and maintaining succesfull communication and administration
- Experience in (online) event organisation/ management and performance (e.g. webinars);
- Ability to engage in multiple stakeholder processes, especially those involving private-and public sector collaborations;
- Strong project management skills, able to break up complex deliverables into manageable plans with realistic tasks; knowledge and experience with agile methods;
- Ability to work as part of a team and independently in a structured, methodical manner;
- Excellent writing and communication skills, fluency in English.

Other knowledge, additional competences

- Strong interpersonal, intercultural and communication skills;
- Familarity with gender-sensitive project approaches; and Diversity, Equity and Inclusivity (DEI) practices;
- Self-driven, quick to learn, flexible and highly motivated;
- Flexibility and mobility: if required readiness to travel (national / international) and to have flexible working hours; driving license;
- Relevant computer skills (Microsoft Office including MS Teams, Outlook; Sharepoint; etc.);
- Experience within the context of international development co-operation would be an advantage.

D. ADDITIONAL INFORMATION

- This position is based in **Hatfield, Pretoria**;
- The contract period for this position is until **31 March 2024** (potential of extension exists)

E. APPLICATION PROCESS

Suitable candidates should apply by submitting a **motivation letter** stating why they should be the preferred candidate and the value they will bring to the project. This should be accompanied by a **detailed CV indicating their nationality** with job title quoted on the email subject line for the attention of **Head of Human Resources.**

- **Internal Applicants** must submit their applications to**:** recruit-pretoria@giz.de
- **External Applicants** must follow the below link to apply**:**
  https://sourceandselect.simplify.hr/vacancy/rvs8lz

Closing date for applications**: 01 July 2022.**

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!