

Salary Band 4	Senior Digital Transformation Advisor and Coordinator of the Digital Transformation Centre South Africa
Reports to:	Head of Component Output II, Climate Support Programme IV, GIZ South Africa Climate Cluster
Duty Station:	Hatfield, Pretoria
Duration:	Until 31 August 2025

1. BACKGROUND

As an international organization commissioned by the **German Federal Ministry of Development (BMZ), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** provides international cooperation service for sustainable development in a wide variety of areas, including energy, environment, digitalization, employment, and economic development. We work with partners all over the world across different sectors towards building a future worth living for every individual.

The Digital Transformation Centre (DTC) is part of a global initiative of the GIZ, it is a hub that enables local innovation worldwide and promotes digital solution for sustainable development. The DTC combines innovation, technical know-how, inclusive and collaborative participation, digital knowledge as well as research and entrepreneurial drive to systematically strengthen the ecosystem and local capacities for digital transformation.

The DTC in South Africa will focus on supporting “Green Digital Transformation”, leveraging the use of digital technologies for South Africa’s Just Energy / Climate Transition. In addition, the DTC will support other focus areas of DTCs such as Digital skills, Digital Economy, Women in Tech, and Innovation Promotion through the existing GIZ projects and initiatives in South Africa. Thereby, the activities of the DTC will evolve around policy advice, the conceptualization of digital technology driven use cases (particularly AI, Blockchain and Data), creating or enhancing capacity for digital public goods, and capacity development for relevant stakeholders.

Against this backdrop, we seek a committed, motivated, and highly skilled individual as Senior Technical Expert in our growing and vibrant DTC team in South Africa, someone who will be instrumental in designing comprehensive strategies and coordinating the overall activities of the DTC.

A. RESPONSIBILITIES

- The lead coordinator of the DTC will be responsible for the day-to-day management of the project activities, including the planning, coordination, and implementation.
- The individual will have the overall responsibility of smooth running and timely implementation of the DTC, this also includes managing funds efficiently.
- The lead coordinator of the DTC will also be responsible for stakeholder coordination at local, national, regional, and international levels.

In this context, the position holder fulfils the following tasks:

B. TASKS

Management and Coordination

- Overall responsibility of the DTC activities, including the fulfilment of outputs and indicators
- Manage and coordinate activities for all the components of the DTC
- Ensure the coherence and complementarity of outputs delivered by the project both at national and international levels
- Coordinate and manage partnerships with actors in the digital ecosystem within South Africa and beyond
- Design, implement, monitor, and evaluate all capacity development measures
- Take cross-cutting themes such as gender and additional safeguards into consideration in all activities
- Identify and adopt relevant adaptations to the conceptual design of the projects, including modifications and realignment of activities
- Contribute to the planning and management of assignments within the available budget, in consultation with the responsible GIZ line manager
- Contribute to the financial and operational planning in consultation with the responsible GIZ line manager

Technical advice for implementation of project activities

- Supporting the implementation of the DTC's activities related to data economy. This includes, e.g.:
 - Support the implementation of training activities,
 - Draft terms of reference for the DTC's activities to mobilise external expertise,

- Review, comment and accompany the set-up of potential financial agreements, and
- Support activities by implementing partners, follow-up and ensure that quality results are delivered in a timely manner.
- Provide policy and technical advice to partners

Communication and Networking

- Develop and maintain networks and dynamic partnership with South African innovative actors in the digital ecosystem
- Ensure constant communication with project partners
- Coordinate regular contacts with relevant GIZ officials
- Represent the DTC on stakeholder events and regional forums

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCE

Qualifications

- Completed master's degree in economics, business administration, innovation management or any related area with a specialization on digital transformation.

Professional experience

- 8-10 years of project management experience, ideally in digital / ICT for development
- 5 - 8 years of professional experience in working on digital economy topics in South Africa
- 5 - 8 years of experience working with the South African government ideally on ICT matters
- 3 - 8 years of experience working with South African actors in the digital ecosystem including the private sector and civil society. An existing network in the digital ecosystem in South Africa and beyond is an advantage.

Knowledge and Competencies

- Great interpersonal and communication skills
- Great analytical skills
- Exceptional ability to think and act strategically.
- Outstanding ability to work independently under minimal supervision.
- Solid organizational skills including attention to detail
- A collaborative working style, commitment to GIZ's purpose and strong willingness to drive change

- Detail oriented and ability to handle multiple priorities simultaneously
- Ability to collaborate effectively with different stakeholders
- Very good working knowledge of ICT technologies (related software, phone, email, internet), Excel and other computer applications (e.g. MS Office).
- Proficiency in English language and South African languages, knowledge of German is an asset.

D. ADDITIONAL INFORMATION

- This position is based at GIZ in **Hatfield, Pretoria**.
- This is a fulltime position until **31st August 2025**.
- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

E. APPLICATION PROCESS

Suitable candidates should apply by submitting:

- A motivation letter (**concisely 1 page**) stating why they should be the preferred candidate, the value added they will bring to the project and their desired salary range.
- This should be accompanied by a **detailed CV and indicating their nationality**.

Applications should be submitted to: recruit-pretoria@giz.de, with the email subject line **“Senior Digital Transformation Advisor and Coordinator of the Digital Transformation Centre South Africa”** for the attention of **Head of Human Resource**.

Closing date for applications: **19th February 2023**.

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!