

Salary Band 4	Employment Promotion Advisor
Reports to:	Cluster Coordinator: TVET, SD and Employment Promotion
Duration:	Until 31 March 2024

1. BACKGROUND

On behalf of the **German Federal Ministry for Economic Cooperation and Development (BMZ)**, the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** implements the project “**Support to the Presidential Youth Employment Intervention (S2PYEI)**”. The project supports the Project Management Office (PMO) at the **Presidency of the Republic of South Africa** in the coordination and implementation of the PYEI.

In doing so, the programme works along two main strains of activity:

1. Supporting the PMO in coordinating the PYEI and developing its governance structures and;
2. Strengthening the capacities of potential PYEI implementing organisations.

The purpose of this position is to support the second of these fields of activity

A. RESPONSIBILITIES AND TASKS

The Advisor

- Designing and implementing measures to enhance the capacity of organisations to contribute to the implementation of the PYEI
- Supporting the establishment of structures within the PYEI for its successful implementation
- Supporting the commission management process, including project planning, reporting, communication, and M&E

B. TASKS

- Advising partners on topics around employment promotion
- Conducting studies, surveys and research on topics related to the PYEI and employment promotion strategies.
- Drafting briefings, presentations, reports, concept notes and terms of reference

- Managing contracts and contributions of service providers and implementation partners in line with GIZ's rules and regulations
- Identifying and capitalising on synergies with other German development cooperation projects or projects of other development actors
- Representing the project in meetings and at events relevant to the project's context
- Establishing and maintaining flow of information within the team as well as with other GIZ teams and partners outside the organisation
- Contributing to the operation planning of the project
- Contributing to the monitoring and evaluation of project activities, as well as sharing expertise and lessons learned within and outside of GIZ
- Contributing to the project's annual progress reporting towards the commissioning party as well as other reports as required
- Contributing to the development and implementation of a communication strategy for the project

C. REQUIRED QUALIFICATIONS, COMPETENCIES AND EXPERIENCE

Qualifications

- Master's degree in economics, politics, law or another relevant field

Competencies and Professional Experience

- At least 5 years of relevant work experience
- Extensive knowledge of and experience in the implementation of strategies for integrated employment promotion
- Experience working in politically sensitive contexts
- Experience working in multi-cultural teams and international environments

Other knowledge, additional competencies

- Strong advisory competencies and communication skills
- Strong conceptual and writing skills
- Ability to quickly grasp new concepts and ideas
- Excellent command of Microsoft Office applications (Outlook, Teams, Word, Excel, PowerPoint)
- Experience in international development cooperation would be an asset.

D. ADDITIONAL INFORMATION

- This position is based at **GIZ in Hatfield, Pretoria.**
- The contract period for this position is until **31 March 2024 in line with the commissioning period of the project.**

E. APPLICATION PROCESS

Suitable candidates should apply by submitting a **motivation letter** and a **detailed CV** indicating their nationality and indicating their knowledge, skills and experience relevant to the position. The email must be sent with the subject line **“Technical Advisor for Employment Promotion”** for the attention of Head of Unit: Human Resource (HR).

- **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/elplkg>

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

Only shortlisted candidates will be contacted.

Applications without a motivation letter will not be considered!