

## **AWOME PROJECT ADVERT**

UN Women has partnered with Hand in Hand Southern Africa (HiH SA) to implement the Acceleration of Women-Owned Micro-Enterprises (AWOME) Programme. AWOME Programme was designed under a partnership between UN Women and De Beers Group and it is aimed at enhancing the capacity of women micro-entrepreneurs and co-operatives in Musina and Blouberg Local Municipalities of Limpopo Province to aid in job creation and increase of business revenue. As the implementing partner, Hand in Hand is responsible for a range of activities in the implementation of the programme. We are looking for Professionals to join the organisation to support programme implementation. The professionals should be fluent in Venda and Northern Sotho.

We are seeking experienced and qualified candidates to fill the following positions that have arisen in our organisation.

- i) Project Manager
- ii) Business Advisors/Trainers
- iii) Field Administrators

**To apply, send your CV and cover letter to [info@handinhand-sa.org](mailto:info@handinhand-sa.org) by 7 September 2018. Put the position you are applying for in the subject line. If you do not hear from us after one week of closing date, consider your application unsuccessful.**

## **AWOME PROJECT JOB DESCRIPTIONS ARE AS FOLLOWS:**

### **AWOME PROJECT MANAGER**

#### **Responsibilities of Project Manager**

- Planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action
- Stakeholder Relationship management in Musina and Blouberg Municipalities
- Support the team on skills and business level assessments and compilation of training and mentorship plans
- Support the team on monitoring and evaluation activities and ensure quality of data captured and reported in the MIS for the AWOME project;
- Draft donor reports, monthly, quarterly and annually project reports
- Continuously update all AWOME project stakeholders on various activities relating to project;
- Support visits by management or external stakeholders
- Assist in conducting midterm and end of term evaluations
- Conduct field visits and audits of programme reported results
- Ensuring there is efficient allocation of resources and skills within the project
- Managing and leveraging third party contributions to the programme
- Monitoring and managing AWOME project level risks
- Initiating extra activities and other management interventions wherever gaps in the project are identified or issues arise

- Support or assist in the induction of new employees
- Carry out performance reviews of the AWOME project staff
- Assist with the reviews of the policies, procedures and tools impacting on project delivery.

### **Required Qualifications, Skills and Experience**

- Minimum of a BSc or Master's Degree in Business Studies, Finance, Accounting, Economics, Development Studies, Demography, Social Sciences or other relevant disciplines from a reputable tertiary education institution; Project Management Course will be an added advantage.
- Minimum of five years of working experience and track record in programme management, Enterprise Development, Entrepreneurship, Training in regionally or internationally funded programmes in the region;
- Business Facilitation skills
- English writing and speaking skills
- Fluency in at least two African languages preferably Venda and Northern Sotho
- Self-motivated, strong interpersonal and collaboration skills
- Proven ability to be flexible in a team-oriented approach with diverse groups of people
- Planning, organizational, multi-task and time management skills
- Financial literacy and management- budgeting and reporting
- Valid driver's license.
- Writing, reporting, research and data analysis skills.

### **AWOME BUSINESS ADVISOR/TRAINER**

#### **Responsibilities of Business Advisor**

- Mobilise, screen and select the right candidates for the AWOME project based on agreed selection criteria
- Assess and profile project beneficiaries and conduct business diagnostic assessments and develop prioritised business level action plans
- Provide training and other capacity building activities to AWOME beneficiaries in six ILO Improve Your Business Manuals and other training materials deemed necessary for the project
- Offer training programs appropriate to the skills needed by the participants and follow-up activities.
- Ensure the content of training activities are localized to meet programme objectives and targets
- Keep a record of all training sessions (One on One, Workshops) and visits in a trainer file including signed attendance registers

- Prepare the learning environment and resources and deliver ILO training programs and support participants (One on one, Group training and Conferences)
- Amend and revise training plans as necessary, in order to adapt to changes occurring in the field
- Render post training support to supported micro entrepreneurs based on evidence based action plans,
- Assist entrepreneurs in developing and implementing their business growth plans
- Facilitate access to business development services (BDS) not covered by the programme such as technical skills and funding.
- Keep up-to-date on industry developments, locally and globally, in terms of markets, competition, technology, etc.
- Evaluate the effectiveness of training programs
- Identify appropriate links and networks that will contribute to the growth and development of AWOME beneficiaries
- Compile beneficiary data files and their maintenance to assist with monitoring and verification of the same.
- Compile local level, monthly, quarterly and annual reports for the Project Manager.
- Compilation of local level case studies, photographs and relevant consent forms
- Stakeholder management at local level
- Manage project risks at local level.

#### **Required Qualifications, Skills, & Experience:**

- Bachelors' degree in Agricultural/Economics, Accounting, Finance, Banking, Business Administration, Business Management or any relevant business qualifications.
- Facilitation of skills development sessions a must
- Experience in mentoring and/ or adult business training preferred
- Proven ability to develop and evaluate business plans
- Ability to quickly grasp the financial health and business needs of a company including developing and evaluating financial statements of a business
- Membership of the Institute of Business Advisors (IBASA) is an added advantage.
- Strong analytical and problem-solving skills
- Strong interpersonal skills; excellent oral and written communication skills
- PC computer skills in MS Word, Excel, and PowerPoint required

#### **AWOME FIELD ADMINISTRATOR**

##### **Responsibilities of Field Administrator**

- Capture all the AWOME project data on time for the monthly analysis and reporting
- Keep stock of all the AWOME project documents submitted and file them accordingly
- Maintains and track stock of all the learning material and tools for the delivery of programmes

- Handle all programme related inquiries by keeping a log of all walking beneficiaries, their queries, responses and outcomes
- Re-direct calls as appropriate and take adequate messages when required
- Greet, assist and/or direct stakeholders, visitors and the general public
- Assist the project staff members when requested to do so.
  - Planning travel logistics for the project employees
  - Facilitate a smooth procurement process by ensuring requisitions and supporting invoices are completed correctly and submitted on the time for payment
  - Assist in the planning and the preparation of meetings, workshops, training
  - Liaising with Project Manager and Finance unit on administration and procurement processes and procedures
  - Maintain an adequate inventory of office supplies as well as monitoring the use of office resources
  - Maintenance of update employee files and records
  - Custody and management of petty cash and compiling of petty spread sheet for submission
  - Coordinate the repair & maintenance of office equipment
  - Take minutes, during meetings when required to do so
  - Signs for deliveries when necessary & notifies recipient

#### **Required Qualifications, Skills and Experience**

- A Matric Certificate, Office Administration Certificate added advantage
- A Secretarial diploma or certificate (will be an advantage)
- A minimum of 2 years Receptionist / Office administrator experience
- Knowledge of office administration
- Ability to maintain a high level of accuracy in preparing and entering information
- Computer skills (MS Word, Excel, PowerPoint, Email)
- Effective organizational skills