

act:onaïd Job Description and Person Specification

Job Title:	YUW Project Coordinator		
Unit	Programmes	Job Family:	Women's Right Program Support.
Reports to:	Country Programme Manager	Grade:	
Location:	South Africa, Rosebank		
Direct Reports:	None		
Job Role			
Role Overview:	The YUW Project Coordinator primary responsibility will be to develop and maintain comprehensive YUW project workplan and budget to be presented to the donor and implementing partners. She/he will collaborate closely with Country Programme Manager, Finance and Admin Officer, and with various stakeholders to gather necessary information and create realistic timelines for the successful implementation and execution of the project. She/he will be responsible for monitoring project progress, identify potential delays and propose mitigation strategies to ensure the project stays on track. Additionally, s/he will replace or work with other members of the team, as need be, on grants writing and set up, follow up of program expenses and indicators, implementation of processes, standard operating procedures and any other tasks given to her/him by the Programme Manager.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities		
Values Practice & Strategy Change Priorities	<ul style="list-style-type: none">• Leading Innovation and Change - Establish a culture of excellence in respective to a team that values experimentation and continuous improvement.• Feminist Leadership – Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)• Child protection and safeguarding –Embed AASA and sector's approach to child protection and Safeguarding is embedded in all initiatives holistically.• AASA Values Practice – Ensure a personal and team culture that demonstrates all of AAI's Values including Mutual Respect, Equity and Justice, Integrity, Solidarity with people Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility		
Development and delivery of the AASAs YUW Plans and activity budget.	<ul style="list-style-type: none">• Support the development and roll out of YUW plan, guidelines, plans or tools to guide quality project implementation aligned to the donor objectives and deliverables.• Prepare for project inception attend inception meetings and develop work plans i.e. Global donor meeting.• Support in developing partnership agreement and deliverables in consultation with Country Program Manager and Finance and Admin Officer.• Conduct periodic site visits to implementation partners, to ascertain and promote adherence to agreed standards and timelines of implementation, create greater awareness of reporting.• Conduct regular project progress reviews, identify deviations from the plan, and propose corrective actions with the implementing partners.• Contribute towards the strengthening and deepening the lens and scope of YUW work beyond women's economic empowerment in order to systematically address structural issues the program is trying to address in South Africa.• Provide capacity building and solid understanding for the implementing partners on Feminomics to challenge unequal ways in which macro-economic policies operate through feminist lens.• Coordinate with various programme, finance, and fundraising teams to ensure resource availability and allocations aligns with project needs.		

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	<ul style="list-style-type: none"> Facilitate project meetings and ensure actions are tracked and completed with the implementation partners or appointed external Consultants in support of the project deliverables. Identify gaps within AASA and implementation partner and implement quality improvement plans to address identified gaps.
Stakeholder Management and networking	<ul style="list-style-type: none"> Build and maintain sound relationships with internal (AA international) and external stakeholders. Understand the project deliverables of internal and external project stakeholders and contribute to success through support. Cooperate and with other team members both within ActionAid and the implementing partners to encourage positive team spirit. Portray a professional image and high degree of social skills when dealing with colleagues and stakeholders.
Proposal development and communication collaborations	<ul style="list-style-type: none"> Prepare periodic internal and/or donor reports by providing narrative or activity reports, ensuring that results are aligned to indicators outlined in results matrices and that reports are results based to improve quality of reporting. Coordinate proposal development process with fundraising team, project staff and donors and ensure donor requirements for timely submission and successful report to variety of donors. Collaborate with the MEAL team to develop KPIs for monitoring achievements and propose actions for improvement. Liaise with Country Program Manager and adopt policy to strengthen programme visibility to donors through field visits and immersions to show case innovative projects, arranging presentations, invitations to campaigns and other programme events
Other Duties	<ul style="list-style-type: none"> Participate actively in IPAT meeting as organise by Global Team. Participate actively in Fundraising and Programme Team meetings' planning and review. Actively participate in key relevant internal meetings as required. Monthly and Quarterly reports to be submitted timely. Participate in donor visit to project(s) within AASA, as required. Perform other functions that will be assigned by the Line Manager or Country Programme Manager from time to time.
Typical People Management Responsibility	
Approximate number of people managed in total	None
Matrix Manager – (projects/dotted line)	No
Team Leader	No
Manager of Team Leaders/Managers	No
What is the global remit? Operates in:	
Own country	Yes
Key Relationships to reach solutions	
Internal (to ActionAid or team)	Internal and External
Country Senior Management Team	No
Peer	Programme Managers and Fundraising staff
GS staff	Programmes
Executive Director	Yes
Person Specification	
Education & Certifications	A tertiary qualification in project management or 3 to 5 years of hands-on-experience as project administrator or coordinator.

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Experience		<p>Appointment to the position will be made from persons who have:</p> <ul style="list-style-type: none"> • Proven knowledge of project cycle management, administration and evaluation concepts and procedures. • Proven knowledge and experience on financial processes (e.g. invoicing and budgeting). • Possess at least some basic knowledge and experience in designing advocacy strategies or translating research for advocacy or media advocacy.
Essential knowledge and skills		<ul style="list-style-type: none"> • Excellent negotiation and communication skills, including demonstrated ability to handle sensitive negotiations on matters affecting AASA staff, partners and communities. • Ability to maintain donor relationship and accountability in line with funding policies and standards. • Excellent planning and prioritization skills • Strong analytical/problem solving, and management of crisis, conflict, and risk • A strong commitment to embedding feminist leadership, resilience building and AASA's humanitarian signature. • A good understanding of human rights, women's rights, social mobilization, socio-economic justice • A strong commitment to adhering to and promoting AASA's approach to Sexual Harassment, Exploitation, and Abuse and other Safeguarding concerns (including child abuse and abuse of adults at-risk). • Excellent conceptual, analytical, documentation and presentation skills • Excellent skills in facilitation and capacity building for inter-linkages amongst staff, partners & stakeholders • High degree of integrity, dependability, and confidentiality • Good interpersonal and communication skills coupled with ability to influence, negotiate, advice, mentor, and train • Ability to work independently and be self-motivated
Desirable Knowledge and Experience		N/A
Competency Profile		
Leading organisation	Strategic perspective	Demonstrate alignment of the Organisation's strategic priorities and goals to fundraising processes
	Change management	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening, and building commitment.
	Decisiveness and Agility	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment.
Leading others	Leading Teams	Attracts, motivates, and develops high performing teams.
	Building Collaborative Relationship	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Communication	Expresses ideas clearly and concisely; disseminates information about decisions and plans proactively.
Leading self	Leading with Purpose and Credibility	Acts in accordance with stated values; has strong commitment to develop, promote and practice AAI's values

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	Innovation and Taking Initiative	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities
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Signed

Job Holder's signature..... Supervisor's signature.....

Date: Date:

Closing date 8 August 2025 12:00pm

If interested, please send in your CV/resume to supporters.za@actionaid.org

Please ensure your email subject line is RE:YUW Coordinator post & your full name.