

Salary Band 5	Programme Component Manager
Reports to:	Project Manager
Duration:	Until 31 May 2025

1. BACKGROUND

The **Career Path Development for Employment (CPD4E)** project aims to improve the employment prospects of young people in **South Africa** in a sustainable, increasingly decarbonised economy (Just Transition). The project will apply an integrated employment promotion approach to support young people to gain access to employment and income generation opportunities in low-carbon footprint economic sectors.

On the German side the CPD4E is implemented by the **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** on behalf of the **German Federal Ministry for Economic Cooperation and Development (BMZ)** co-financed by the **Swiss State Secretariat for Economic Affairs (SECO)**. The project is part of the **TVET, Skills Development and Employment Cluster**.

As the project is in its first implementation phase and has only commenced in **June 2022**, the **CPD4E** team requires the expertise of a dynamic, independent working team player who enjoys designing and co-creating new interventions, who is interested in forming sustainable project and partner structures, and who at the same time has experience in setting up contracts and tenders and engages in administrative tasks.

A. TASKS AND RESPONSIBILITIES

1. Management Responsibility:

The Programme Component Manager:

- Responsible for the results and the performance of staff within outputs 1, 3 and 4 of the project and for managing all staff who report to him / her (management responsibility for staff in salary bands 1-4). The team will consist of up to 7 persons.
- Manages staff in accordance with management principles and guidelines to promote a sense of corporate identity, enables employees to carry out tasks independently and create scope for creativity and innovation

- Responsible for recruiting, selecting, grading, planning the assignment of the professional development of staff members who report to him / her.
- also responsible for monitoring, managing staff and ensuring that they provide cost-effective services.
- Carries out the annual staff assessment and development talk for staff members who report to him / her.
- Responsible for steering and management of the performance of contractors and external consultants / consulting firms contributing to the achievement of the target indicators of the outputs.
- Develops, communicates and administers team performance and develops plans and appraisals.

2. Technical Responsibility

The Programme Component Manager:

- Responsible for the technical set-up, the planning and the implementation of Outputs 1, 3 and 4 of the CPD4E project and the performance of the underlying processes.
- Contributes to the technical design of measures / terms of reference and activities and ensures the quality of implementation also by external resources / service providers contracted by performance contracts or financing agreements.
- Contributes to the financial planning and reporting and adjustment if necessary, of outputs 1, 3 and 4 according to GIZ-standards and rules and regulations in cooperation with the Project Manager and the Finance and Administration Officer.
- Responsible for the achievement of the target indicators of Outputs 1, 3 and 4 and monitoring and reporting of the achievement accordingly and in time with the reporting cycles.
- Contributes to the CPD4E results-based monitoring system, reporting processes and knowledge management.
- Represents the CPD4E project in targeted, relevant platforms, meetings and events nationally and internationally.

B. TASKS:

1. Technical Assistance

- Establish and strengthen channels of collaboration and communication by building effective working relationships with relevant stakeholders, including experts and policymakers.

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- Initiate, develop, support and manage the implementation of the CPD4E cooperation in regards to the respective outputs with different stakeholders, implementation partners and the private sector to support skills development and employment;
- Design, plan and steer the implementation of output measures and activities like trainings for the different target groups, especially girls and young women. Trainings will be contracted to service providers.

Key activities under output 1:

- Implementation of an idea's competition for innovative approaches for employment promotion,
- Advise on the development and testing of result-based financing models,
- Promotion of multi-stakeholder networks for employment-oriented change projects,
- Design, plan and steer Capacity development to integrate the Just Transition strategy into the VET agenda.

Key activities under Output 3:

- Identification of qualification requirements for green occupations,
- Professional coaching of training providers in the development of tailor-made training offers,
- Capacity development for VET staff,
- Exchange processes between training providers to scale developed qualifications,
- Professional and didactic training of teachers and in-company trainers.

Key activities under Output 4:

- Dialogue between actors from vocational education and training/employment promotion and providers of matching measures,

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- Dialogue between actors from vocational education and training/employment promotion and providers of matching measures,
- Development of girl/women-specific trainings in soft skills,
- Integration of employment-relevant soft skills into training curricula,
- Advising training institutions for MSMEs on gender-specific aspects of entrepreneurship training,
- Capacity development of staff of training providers for matching measures,
- Support for training measures for the transition to employment.

Coordination and Management

- Manage and administer CPD4E project teams of Outputs 1, 3 and 4,
- Provide technical guidance to the project team,
- Develop, manage and steer implementation of services provided by consulting companies,
- Support of the project manager in the overall project steering and implementation,
- Manage and serve the interface to other projects inside and outside the cluster where relevant.

Other duties/ additional tasks

- Deputize for the project manager of CPD4E during her absence,
- Perform other duties and tasks at the request of management.

C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE**Qualifications:**

- A Post-graduate university qualification in Business Administration, Economics, Education or similar areas.

Professional Experience

- Qualification should be enhanced by at least 10 years' relevant working experience with a good understanding of the following:
- Experience in designing and implementing (informal) training measures, especially with TVET focus and gender;
- Experience and profound knowledge of the South African TVET ecosystem and the training system.

- Familiarity with and understanding of 21st century skills requirements and growth areas in the South African economy.
- Experience and strong knowledge of gender issues and gender transformative requirements and methods.
- Ability to engage in multiple stakeholder processes, especially those involving private and public sector collaborations in the skills development sector.
- Knowledge of and experience with principals and standards of contracts and tenders with the public and private sector is of advantage.
- Strong networking skills and social media experience.
- Team management and leadership skills.
- Strong project management skills, able to break up complex deliverables into manageable plans with realistic tasks.
- Ability to work as part of a team and independently in a structured, methodical manner.
- Experience within the context of international development cooperation is an advantage.
- Excellent writing and communication skills, fluency in English.

Other Knowledge, Additional Competences

- Strong interpersonal, intercultural and communication skills; an advantage.
- Familiarity with gender-sensitive project approaches;
- 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 ICT skills (Microsoft Office including MS Teams, Outlook; Sharepoint; etc.).

D. ADDITIONAL INFORMATION

- The position will be based at the **GIZ Offices in Hatfield, Pretoria.**
- The contract period for this position is until **31 May 2025**, with a likely extension is an option)

E. APPLICATION PROCESS

Suitable candidates should apply by submitting a **motivation letter (concisely 1 page)** detailing stating why they should be the preferred candidate. This should be accompanied by a **detailed CV indicating their nationality** to recruit-pretoria@giz.de with the subject line “**Programme Component Manager**” for the attention of **Head of Human Resources**.

Closing date for applications: **29 July 2022**.

Only shortlisted candidates will be informed!

Applications without a motivation letter will not be considered!