JOB PROFILE

A. Post Information	
Post Title	Project Coordinator- Whistleblower Draft Model Law
Component	Research Unit
Location	Work remotely
Post Reports To	Head of Research Unit and CEO's Office

Job Profile Verification	
Profile Verified By:	Dr M Nsibirwa- HoP Research F Adams – Senior Researcher PIA
Date Verified:	

Job Profile Validation	
Profile Validated By:	T Thipanyane – Chief Executive Officer
Date Validated:	

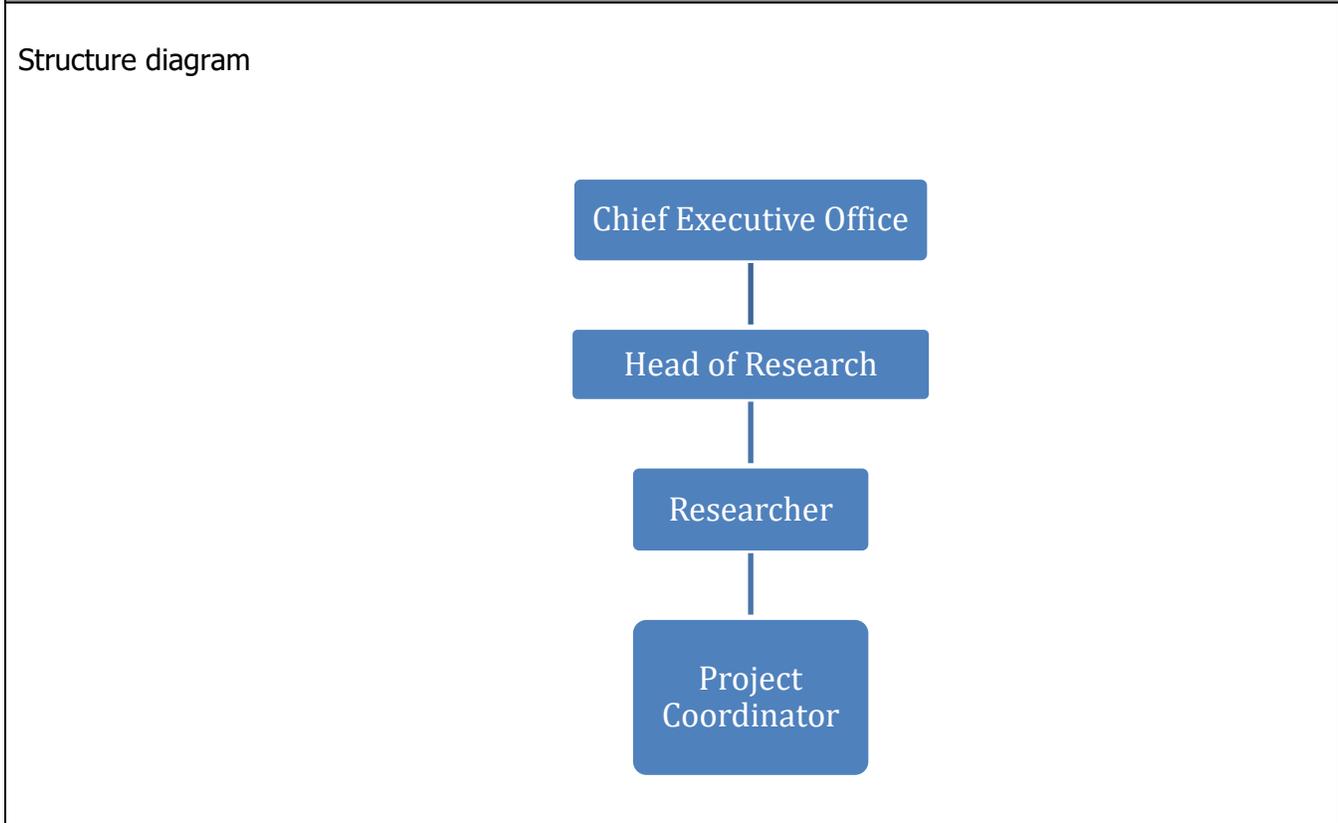| Job Evaluation Outcome	
Confirmed Grade:	L Zulu - Human Resources Manager
Date Graded:	

Job Evaluation Outcome	
Confirmed Grade:	Level 08
Date Graded:	

B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To support the office of the Chief Executive Officer and the Research Unit in the development of a draft model law on whistleblowers and the convening of a high-level technical workshop on whistleblowers.

C. Position of the Post in the Organisation

Structure diagram

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        Chief Executive Office
                 |
           Head of Research
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             Researcher
                 |
          Project Coordinator
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C.	Key Responsibilities		
List major activities and contribution to the organisation for which this post is held accountable			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Manage stakeholder relations in connection with the whistleblower project.	1.1	Schedule and plan internal and external stakeholder meetings for purposes of the whistleblower project, where required
2.	Facilitate meetings related to the project; keep notes of such meetings and follow up on resolutions of meetings	2.1	Facilitate meetings related to the project at (1) own initiative; (2) request of the line manager; or (3)request of the stakeholder
		2.2	Keep detailed minutes of meetings.
		2.3	Follow–up on resolutions of meeting to ensure implementation of resolutions
3.	Assist in the development and management of a stakeholder database for the technical workshop;	3.1	Assist in developing and maintaining a comprehensive stakeholder database of prospective participants for the technical workshop, in consultation with staff of the Commission.
4.	Administrative support and project management / planning	4.1	Manage and facilitate all logistics related to the outputs of the project, including travel arrangements and liaison with
		4.2	Coordinate the whistleblower project and the convening of a high-level technical workshop on a whistleblower draft model law

		4.3	Administrative support as may be required for the efficiency of the project and work in collaboration with relevant colleagues and units involved in the whistleblower project.
5.	Attend to any other activities or requests incidental to the whistleblower project as stipulated by line manager	5.1	Attend to any ad hoc activity which is incidental to the project.
6	Contribute to enhancing human rights through playing a supportive role to other units in the Commission	6.1	Provide support to other units and offices of Commission in respect of whistleblower subject-matter, including providing opinions, sharing updates on the issue, inputs in investigative reports, submissions etc.

D. Advisory Responsibility
Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.

To Whom	Type of Advice/ Information

Internal: Commissioner (s) and designated senior team member	• Provide advice on the above stated outputs.
Other Commission Business Units and staff	• Consult and interact with other units to provide information and/or advice on the above KPAs above.
External Stakeholders	N/A

E. Accountability	
These fields are not compulsory and should only be completed if the fields are relevant to your post	
Number of staff directly managed	• 0
Number of staff indirectly managed	• 0
Financial accountability	• 0

F. Inherent requirements of the Post	
The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.	
Skills/ Knowledge/ Behaviour:	

Requirement	Type
Key competencies (This field requires a list of all skills, behaviour and attitude requirements)	• Written and verbal communication skills • Capacity to manage high stress situations • Ability to multi-task and manage various project elements simultaneously • Leadership skills • Attention to detail • Leading project planning sessions • Coordinating staff and internal resources • Managing project progress and adapt work as required • Ensuring projects meet deadlines • Managing relationships with stakeholders • Overseeing all incoming and outgoing project documentation • Coordinating with team members to make sure that all parties are on track with project requirements, deadlines, and schedules. • Submitting project deliverables and ensuring that they adhere to quality standards. • Preparing status reports by gathering, analysing, and summarising relevant information.

Knowledge and education (This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)	• A bachelor's degree or master's degree in a related field. • Project Management Professional (PMP) certification is a plus. • Proven experience in project management. • Ability to lead project teams of various sizes and see them through to completion. • Strong understanding of formal project management methodologies. • Able to complete projects in a timely manner. • Experience overseeing projects • Past experience in undertaking similar projects for public sector organizations and a familiarity with the South African Human Rights Commission's mandate. • Budget management experience.
Experience *(Please list all relevant experience required for the post)*	• A bachelor's degree or master's degree in a related field with a minimum of 7 years' experience. • Project Management Professional (PMP) certification is an added advantage. • Experience in the public sector and human rights sector will be an added advantage. • Understanding of human rights issues in South Africa and the work of the SAHRC.

G. Career pathing	
Next higher position:	**N/A**
What is required to progress:	N/A

H. Job profile agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date