



Forum of University Nursing Deans of South Africa (FUNDISA) is a registered Not-for-Profit Organization that established to be a unified platform whose main aim is to promote nursing scholarship and be a national voice for South Africa's nursing and midwifery education programmes.

FUNDISA seeks to fill the following vacancy:

Job title: Projects/Programme coordinator

Job function

Coordination of all operations involved in the successful execution and completion of various projects led or managed by FUNDISA in fulfilling its mission, vision and strategic goal.

Key Responsibilities

- Coordinate and support the successful implementation of current and future projects, as assigned
- Provide technical support in the planning and execution of projects and programmes.
- Identify potential donors, write concept notes and proposals for funding of activities in line with FUNDISA's strategy.
- Conduct needs assessments and environmental scans for projects as required
- Support the development of Monitoring and Evaluation (M&E) plans and reports
- Manage collaboration and coordination with stakeholders and partners to promote the smooth implementation of project activities
- Ability to travel to various project sites to conduct site visits as required
- Willingness to work overtime should it be required to meet project obligations.
- Other responsibilities as will be delegated by the CEO

Qualifications and experience

- Master's degree in Nursing Education or other Education - related field. Candidates with an Honours degree in one of the relevant fields and studying towards a master's degree will also be considered
- Minimum 3 years' experience in the management or support of projects relating to education and capacity building

- Minimum 3 years' experience managing or supporting the management of donor - funded projects
- Experience in proposal writing
- Experience in the monitoring and evaluation of projects and programmes

Skills Required

- Strong proposal and report writing skills.
- Strong skills in managing project finances and a good understanding of the budgeting process
- Strong communication and networking skills
- Good understanding of the grant – making process
- Technical competence with various software programs, such as Word, Excel, PowerPoint etc.
- Prompt and efficient reaction to project adjustments and alterations
- Flexibility during times of change
- Skills to effectively prioritise and execute tasks in a high-pressure environment

Other requirements

Ideally, the successful candidate will be able to relate well to the academic environment, have a good understanding of the South African higher education system and the ability to work effectively with professional regulatory bodies, organizations and other stakeholders in the nursing, health and higher education sectors.

Expected date for assumption of duty: **01 March 2022**

Enquiries should be directed to Dr Elizabeth Mokoka Tel: (012) 333- 1415 or by email at ke.mokoka@fundisa.ac.za

Closing date for applications: **21 January 2022**

An application letter (maximum 2 pages) motivating how the applicant meets the criteria of this positions and a concise CV (maximum 3 pages) showing how the applicant meets the post requirements can be sent by email to: projects@fundisa.ac.za. Subject line: Coordinator position

Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 weeks after the closing date, please regard your application as unsuccessful.

FUNDISA reserves the right not to fill the vacancy.