



JOB SPECIFICATION

<p>JOB INFORMATION</p> <p>Job Title: Project Coordinator: Print & Digital</p> <p>Department: Projects</p> <p>Normal Hours of work: Normal hours of work unless there are urgent matters to be attended to</p> <p>Normal place of work: Auckland Park, Johannesburg</p>	<p>Job Classification: Technical</p> <p>Reporting to: Project Manager: Print and Digital</p> <p>Job Grade: C1</p> <p>Last Review: August 2023</p>
<p>PRIMARY OBJECTIVE(S) OF THE JOB</p> <p>Responsible for evaluating grant funding proposals in line with MDDA Act in achieving its vision and mission. Responsible for managing and overseeing funded projects in line with MDDA funding cycle</p>	
<p>MMDA VALUES</p> <p>Integrity: We are honest, transparent, reliable, fair, accountable and responsible for our actions Ubuntu: We are empathetic, courteous and respectful to our staff and clients alike Professionalism: We are efficient, effective, service delivery orientated, punctual, performance driven and work collectively Commitment: We are passionate, go the extra mile, responsive, have a strong work ethic, are consistent and accessible Developmental: We are inclusive, open and participatory</p>	
<p>KEY DUTIES AND RESPONSIBILITIES</p> <p>Grant Funding Proposals</p> <ul style="list-style-type: none"> ○ Receive and review grant funding proposals objectively in line with compliance criteria, MDDA Act and relevant legislative frameworks. ○ Conduct compliance checks and make recommendations to Executive management. ○ Evaluate and screen the effectiveness and viability of all media applicants ○ Conduct onsite assessments and verifications of applicants ○ Involvement in the entire grant funding lifecycle, from application to final reporting – including understanding the terms and conditions of grants, compliance with funding requirements, and maintaining accurate records <p>Project Management</p> <ul style="list-style-type: none"> ○ Manage the project cycle for funded projects in the community media and small commercial media organisations ○ Facilitate contracting of the approved projects with Legal Unit ○ Review project expenditure reports and prepare payment reports ○ Provide support to funded projects through site visits and online capacity building workshops ○ Review project reports for compliance in terms of the grant funding agreement ○ Provide support and information to the Training Unit towards project capacity building programmes ○ Data analysis and Reporting: Analysing project data and outcomes to prepare detailed reports for funders, stakeholders and internal management. 	

- Project evaluation – using the appropriate methodologies to assess the effectiveness and impact of funded projects, and utilising rge evaluation findings to improve

Budgeting and Financial Analysis

- Assess financial reports (eg: Budget vs Actuals)
- Assess the financial viability of grant proposals
- Review and verification of financial source documents
- Provide budget oversight and provide
- Monitor and manage grant funds effectively by providing necessary budget oversight

Stakeholder coordination:

Internal:

- Working with Finance, Communications, Training and M&E units on adhoc collaborative tasks
- Support project manager with all programme reporting

External:

- Support workshop planning and coordination
- Represent the organisation at stakeholder engagements and consultations
- Support the policy and legislative development in the community media, print and digital media policy sector

PLANNING AND DEVELOPMENT

Staying up-to-date with current trends in grant funding, changes in funding priorities, and emerging media and development opportunities to ensure a more effective grant plan and process each year

HUMAN RELATIONS

Team-player– colleague interrelations

CUSTOMER RELATIONS

Internal – All staff
Management

External – Government Officials, external stakeholders, and partners

CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE

QUALIFICATIONS AND EXPERIENCE

- Qualification – Minimum Diploma; Bachelor’s Degree advantageous – Social Sciences, Development, Media, Finance, Business Administration and any other relevant fields
- Minimum five years of relevant experience in project management, grant funding, community development, media or related fields.
- Experience in Project Coordination: Previous experience in coordinating projects or supporting project managers - This may include tasks such as tracking project milestones, maintaining project documentation, scheduling regular engagements with stakeholders etc
- Computer literacy (Word, Excel and PowerPoint)
- Excellent demonstrated written, presentation and communication skills
- Good interpersonal skills and ability to work in diverse teams and across diverse cultural environments
- Experience in Reporting and Documentation: Proficiency in preparing project reports, status updates, and other project-related documentation for internal and external consumption
- Experience in managing project budgets, including tracking expenses, financial reporting is advantageous
- Risk Management: Understanding of basic risk management principles and the ability to assist in identifying and mitigating project risks is advantageous.

Leadership Competencies**Behavioral Competencies**

Relationship Building; Achievement Orientation; Client Focus; Attention to Detail; Partnering; Problem Solving; Teamwork; Writing Skills

Technical Competencies

Enforcement; Project Management; Information Gathering and Processing; Records and Information Management; Financial management

SPECIAL REQUIREMENTS

Reviewed By:		Date:
Approved By:		Date:
Last Updated By:		Date: