Job Description:

Programme Administrator

BACKGROUND INFORMATION

Ecorys is recruiting a Programme Administrator for the Procurement, Infrastructure and Knowledge Management Capacity Development programme (PINK) in South Africa. This project is implemented together with the Chief Directorate: Capacity Building of the National Treasury (NT) in South Africa and funded by the State Secretariat for Economic Affairs of Switzerland (SECO).

NT, through the Chief Directorate Capacity Building, will provide leadership and oversight to the project and will host the Programme Management Unit (PMU) of Ecorys consisting of the Project director (PD), Programme Coordinator (PC), Programme Manager (PM), Programme Administrator (PA) and Assistant Project Manager (APM).

The PMU will be responsible for:

1. Project Management: day-to-day implementation of the programme, oversee and direct technical assistance inputs and activities, overseeing the MERL agenda, ensuring adaptive management, preparing monthly action registers, 6-monthly reports and annual reports.
2. Stakeholder Engagement: developing and implementing a stakeholder engagement plan and strategy, coordinating with other donor- and government-supported programmes, ensuring bi-annual visits to pilot provinces and municipalities, develop a learning and dissemination agenda.
3. Planning and Strategic Development: preparing work plans, engage with Technical Facility Representative in managing requests and preparing terms of reference for long, medium- or short-term technical advisors, working together with relevant officials, facilitating a leadership change management agenda and peer learning activities, and determine sustainability strategy from the onset of the program.
4. Provision of Technical Assistance: assist with the development of ToRs based on the needs and requests from National Treasury, the PTs, and Municipalities. Based on the ToRs the PMU will lead the selection and contracting of technical advisors and other service providers. During delivery, the PMU will pro-actively keep the PC up to date on key developments around contract.

Programme Administrator (60 months)

The Programme Administrator (PA) will be directly supporting the Programme Coordinator and Ecorys project manager with the implementation of the project. The PA will be responsible for (local) contracting, financial and contract management (including keeping a contract register and pro-actively keeping the PC up to date on key developments around sub-contracts) and procurement.

Specific responsibilities of the position

In summary the Administrator is responsible for inter alia:

- Lead the general administrative functions of the PMU. Take the overall responsibility of the financial management of activities taking place in South Africa, relating to the South African bank account of the project. Ensure the SA Cash and Bank is delivered monthly to the Ecorys Project Controller.
- Act as the secretariat for the PINK Steering committee meeting; organise the meetings, manage invitations, take minutes and ensure follow-up to the agreed actions.
- Assist the Programme Coordinator to set up and manage the programme's procurement system; develop the annual procurement plan in correspondence to the annual workplan.
- Drive the procurement and contracting processes, including providing assistance to the PC with developing Terms of Reference, tender documentation, bid recommendations and contracting.
- Together with the Project Manager set-up and maintain the PINK contract management system; provide regular updates to the Ecorys Project Manager regarding the status of implementation.
- Support the Programme Coordinator with project management-related tasks.
- Take ownership of the PINK operational manual. Develop and maintain documentation formats, procurement processes, as well as contract pro-forma and management, review and evaluation systems for programme procurement and contracting within the procurement and contracting framework.
- Support knowledge management within the project and keep procurement and contracting records.
- Together with the Project Manager, collect logframe indicator data (e.g. output and financial data) on the PINK activities and sub-projects and share these with the MERL team.
- Provide inputs to the PC with regard to preparing progress reports.
- Undertake any other assignments related to the timely and effective implementation of the project as requested.

Specific inception phase activities

- Support the selection and contracting processes of long-term experts as detailed in the organisational set-up.
- Update the phase I operational manual to be fit for purpose for phase 2 and get it approved and adopted by both NT and SECO.
- Provide on-boarding to the technical advisors with regard to internal procedures.
- Support the preparation of the first annual workplan (e.g. confirm scope, duration, requested expertise and budget of activities.
- Together with the Project Manager set-up the contract management system.

Location

The Programme Administrator will be based at the Chief Directorate Capacity Building at the NT Offices (Ashlea Park Office Park, Pretoria). Frequent (monthly) travel to the Provinces, and when necessary, municipalities, is required in the role.

The PMU will have a hybrid way of working. On average the Programme Administrator is expected to work at least 50% of the time on-site at the NT office or project locations in the provinces.

Reporting

The Programme Administrator will directly report to the Programme Coordinator.

Expert Profile

Qualifications

- A university degree in finance, administration and management, accountancy, legal, supply chain management, procurement, and/or other field relevant to this assignment.

Professional experience

- A minimum of 5 years' experience in the management of procurement processes, with specific knowledge or experience of donor procurement procedures. Specific experience/knowledge of international donor procurement processes, particularly Swiss procurement rules and procedures, will be an advantage.
- At least 5 years' experience in budgeting and financial management.
- At least 5 years' experience in organising workshops, events, training and conferences.
- Computer literacy (Word, Power Point, Excel). Knowledge and experience of SharePoint will be an advantage.
- Demonstrable ability to consult and engage with a variety of stakeholders, from senior national government staff to staff of municipalities, will be an advantage.
- Experience in administration of similar programmes and projects in South Africa.
- Experience/knowledge of international donor procurement processes, particularly Swiss procurement rules and procedures is an advantage.
- Knowledge of relevant South African legislation, policies and procurement procedures will be an advantage.
- Fluency in at least one indigenous South African language will be an advantage.

Personal skills

- Excellent communicator in spoken and written English including ability to prepare high quality reports and conduct presentations.
- Strong team skills, contributing to team success and a constructive, positive, and collaborative work environment.
- Excellent stakeholder management skills.
- Strong creative and leadership skills, problem-solving attitude, and proven self-steering capacities.
- Excellent organisational skills and attention to detail, with the ability to manage multiple priorities and deadlines.
- Ability to bring new ideas and perspectives.