Call of Applications

PROJECT COORDINATOR
(1-year part-time contract)

Part-time Project Coordinator to support the development of a prospective new ‘African-German Centre of Excellence for Sustainable Food Systems and Applied Agricultural and Nutritional Data Science’ at the University of the Western Cape, position funded by the German Academic Exchange Service (DAAD).

The German Academic Exchange Service (DAAD) is seeking to appoint a part-time Project Coordinator (approx. 26 hours a week) who will assist in the initiation phase of a prospective new ‘African-German Centre of Excellence for Sustainable Food Systems and Applied Agricultural and Nutritional Data Science’. The part-time position is based at the Institute for Social Development, Faculty of Economic and Management Sciences at the University of the Western Cape (UWC), in Cape Town.

The project is initiated and financed by the German Federal Ministry of Food and Agriculture (BMEL). It builds on existing partnerships, namely, the DAAD ‘South African-German Centre for Development Research’ (SA-GER CDR) at UWC, and network partners such as the Department of Science and Innovation-National Research Foundation (NRF) Centre of Excellence in Food Security.

The DAAD will be responsible for the overall coordination of the project during the forthcoming 12 months. The part-time Project Coordinator is going to closely assist the DAAD Lecturer in Development Research at UWC, supporting the DAAD project team in Bonn/Germany as well as the BMEL.

Location: Cape Town

Contract period: 1 August 2021 – 31 July 2022

Key performance areas:

- Support of the coordination tasks between the stakeholders in Germany/Bonn and locally (South Africa, UWC, other higher education research institutions and other stakeholders), including assisting in a stakeholder analysis, preparing a kick-off meeting, workshops, and an exploratory trip by a German delegation to South Africa;
- Support of the conceptual development of the prospective ‘African-German Centre of Excellence for Sustainable Food Systems and Applied Agricultural and Nutritional Data Science’;
- Support of administrative tasks in Cape Town relating to the project (preparation of reports, financial management and reporting on the funds transferred);
- Public relations activities and maintaining contacts in South Africa;
- Support of the local monitoring of the project.
Minimum requirements:
- Masters degree (for instance in Development Studies, Agricultural Sciences, Human Nutrition or similar)
- Knowledge of the South African higher education system and the research environment in the fields of agriculture, food security, nutrition systems, sustainable development and development studies
- Proven experience in project management and report writing
- Very good knowledge of MS-Office
- Fluent in written and spoken English

Key competencies:
- Administrative and organizational management skills
- Ability to work in a team
- Ability to operate in an international environment
- Confident appearance, flexibility and negotiation skills

Added advantages:
- Previous exposure to German institutions and the ability to speak German

We look forward to receiving your cover letter, CV, and supporting documents until 19 July 2021, 12h00 / noon (South African time).

Please submit your application to Ruth Knoblich, DAAD Lecturer in Development Research at UWC (rknoblich@uwc.ac.za).