Annex 1 to Circular AF #4 (2021) – English only

PSI VACANCY:
NATIONAL COORDINATOR, VALUE CHAINS

<table>
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<tr>
<th>Commencement date: January 2022</th>
<th>Expected duration of the contract: 12 months as from January 2022</th>
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<td>Location: Botswana</td>
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Overall responsibilities

The German solidarity support organisation DGB BW is funding a regional project in Nigeria, Kenya, Uganda and Botswana on the impacts of privatisation and restructuring of water, energy and waste services and safeguarding workers’ interests throughout the value chain.

The National Coordinator is responsible for the effective implementation of the DGB Value Chains project in Botswana in accordance with PSI policies and the donor’s guidelines.

The National Coordinator will report to the Regional Project Coordinator and the Regional Secretary for Africa and Arab Countries and will work in close collaboration with the Regional Project Assistant, the Union Development team and Utilities Officer at Head Office, and with the sub-regional secretaries and the other Project Coordinators in the Region.

Expected outputs

In close co-operation with the Regional Project Coordinator, the Regional Project Assistant and the Regional and sub-regional secretaries of PSI, and in compliance with the DGB BW guidelines, the National Coordinator will:

1.  Project implementation

   • Coordinate and ensure the timely and successful implementation of project activities at the national level, in close coordination with the national Project Management Committee and the affiliates.
   • Contribute to the planning of national activities, participate in the definition of activity planning and validation tools (terms of reference [TOR], operational budgets) and ensure their execution at national level regarding the outputs and indicators defined in the project proposal;
   • Contribute to the preparation of the content and implementation of trainings, capacity building and awareness raising activities;
Contribute to the research activities relating to value chains, where needed: collect and analyse the needs of the affiliates, prepare the TOR and the contract, assess outcomes against the needs and validates the content of the research;

Support affiliates in the elaboration of policy documents and demands based on the research outcome and the respective national contexts;

Support affiliates in the development and implementation of organising, advocacy and media strategies, and online/website trade union presence;

In coordination with the Regional Project Coordinator and the affiliates, organise advocacy meetings with policymakers;

Support the affiliates on trade union unity and networking towards CSOs;

Conduct ongoing national level monitoring, learning and evaluation on tools, methodologies and activities;

Ensure all deliverables of the project on national level in a timely manner, including activity reports, narrative reporting and indicators, in accordance with the DGB BW requirements and PSI policy;

Compile, maintain, and update a list and database of national level contacts of the affiliates, NGOs/Civil Society, allies and stakeholders.

2. Project Finance

Ensure compliance with DGB BW rules: administrative requirements, financial reporting, supply-chain, etc.

Monitor the national level budget by regularly monitoring the status of expenditures against allocated budgets and programmatic forecasts;

Ensure timely national level financial reporting of the project.

3. Communication & representation

Ensure internal and external communication on the project;

Provide media content for mainstream and union-targeted communications;

Represent PSI to affiliates and in other fora where necessary.

Other duties as assigned by the Regional Project Coordinator, the Regional or Sub-regional Secretary or Project Officer (PSI Head Office).

Qualifications, professional experience and key skills

Knowledge and experience

A degree in social sciences or labour studies or equivalent experience, combined with at least two years relevant experience, ideally within a union;

Experience in project and campaign coordination within the trade union movement, civil society or equivalent at the national level;

Project coordination skills, including close monitoring of budgets, drafting timely and accurate reports for internal and external accountability;

A strong understanding of trade unionism and public services in the national context;

Experience in campaigning, networking and advocacy, labour organising and capacity building on national level;

Knowledge of the impact of privatisation on working conditions, quality services, Public-Private Partnerships (PPP) and value chains;

Knowledge of utilities privatisation and restructuring of water, energy and waste services would be a plus.
Skills and attributes
- Strong time management and task coordination skills;
- Participatory facilitation skills;
- Network coordination skills;
- Commitment to gender equality and human rights;
- Ability to coordinate national research for advocacy purposes;
- Ability to travel nationally and across the region if necessary;
- Cross-cultural skills and ability to work with team members from different cultural backgrounds.

Language skills
- Fluent spoken and written English
- Botswanan local languages a plus