



Job Description

30 October 2025

Job Title: Project Coordinator – South Africa

Contract Term: full time fixed term :
Initial 1-year fixed-term contract, renewable
based on funding

Location: PSI Office in Johannesburg

Travel required: 10% minimum

Team: Union Development

Overall responsibilities:

The Project Coordinator will be responsible for the planning, coordination, and delivery of PSI projects in South Africa and the Southern African subregion. The role ensures effective collaboration with partner unions, project committees, and PSI staff to deliver results, strengthen trade union capacity, and promote gender equality, occupational health and safety (OHS), climate justice, and community health worker (CHW) rights.

Key responsibilities of the position include:

Project Coordination

- Coordinate day-to-day implementation of project activities with PSI's National Coordinating Committee (NCC), project structures, partner unions, and PSI staff.
- Develop and oversee workplans, budgets, and reports in line with PSI and donor requirements.
- Facilitate communication among PSI, union partners, and other stakeholders to ensure synergy and efficiency.
- Support monitoring, evaluation, and learning (MEL) processes, including baselines, updates, and documentation of results and success stories.

Capacity Building and Advocacy

- Support the design and delivery of training, workshops, campaigns, and policy dialogues on climate/OHS, gender equality, GBV, and CHW rights.
- Prepare and contribute to project materials such as training resources, policy briefs, advocacy tools, and campaign documentation.
- Monitor and support union-led initiatives to strengthen workplace protections, collective bargaining outcomes, and advocacy for public service workers.

Financial and Administrative Management

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- Track expenditures and ensure compliance with approved budgets.
- Coordinate with PSI finance staff to ensure timely submission of accurate financial and narrative reports.
- Provide logistical and administrative support for project activities, including meetings, events, and travel.

Partnerships and Representation

- Foster collaboration across unions, civil society, government, and employers to enhance project impact.
- Represent PSI at meetings, workshops, and public forums as required.
- Contribute to PSI's communication and visibility through reports, media materials, and updates.

Supervision:

The Project Coordinator reports to the PSI Subregional Secretary for Southern Africa and the PSI Head Office Project Officer, with guidance from project steering committees and union partners. The position also works closely with the PSI Regional Secretary.

Eligibility:

Only candidates legally authorised to work in South Africa will be considered. Relocation support will not be provided.

Compensation:

The annual base salary will be aligned with PSI's local salary standards for the specified duty station. Additional benefits include a 13th-month salary, health coverage, and pension contributions.

Selection criteria:

Knowledge and expertise:

- Familiarity with trade unions, labour rights, and international labour standards.
- Minimum three years' experience in project coordination, including financial and narrative reporting.
- Experience in campaigning, advocacy, organising, or capacity building—preferably on OHS, climate justice, gender equality, GBV, or CHW rights.
- Knowledge of South African labour and health policy environments is desirable.

Skills and attributes:

- Strong coordination, facilitation, and communication skills.
- Excellent writing ability, able to produce clear reports, briefs, and advocacy materials.
- Ability to work independently and deliver results under pressure.
- Strong commitment to gender equality, inclusion, and non-discrimination.
- Comfortable working in a multicultural, rights-based, diverse and values-driven environment.

Languages:

Ability to write and speak fluently in English is essential.

Please send a CV and a letter explaining why you are qualified and interested in this position to recruitment@world-psi.org by 21 November 2025, subject Project Coordinator – South Africa