

PROGRAMME COORDINATOR

OVERALL JOB PURPOSE

To ensure disciplined execution, coordination, and delivery of the Public Service Reform Programme supporting the implementation of the Public Service Amendment Act. The role manages programme timelines, coordinates expert inputs, oversees stakeholder engagements, and ensures high quality delivery of programme outputs.

KEY ACCOUNTABILITIES:

Programme Planning, Implementation and Management

- Develop and maintain the programme implementation plan aligned to strategic objectives.
- Track deliverables, milestones and budgets.
- Monitor programme progress and ensure adherence to timelines.

Coordination of Technical Workstreams

- Coordinate inputs from HR specialists, legal experts and governance advisors.
- Facilitate drafting processes for policy tools and implementation frameworks.

Programme Reporting

- Drive brand prominence and positive perception of the NSI locally and globally.
- Adapt the tone and style of the publications to appeal to a variety of audiences across the globe.
- Identify appropriate media partners and platforms to publish NSI work.

Stakeholder Engagement

- Coordinate engagements with government departments, oversight institutions and partners.
- Organise workshops, consultations and peer learning forums.

Quality Assurance and Documentation

- Maintain document control and ensure quality of programme outputs.

MENTAL AND ENVIRONMENTAL DEMANDS:

- Must be prepared to work after / outside normal working hours

TERMS OF EMPLOYMENT

- This is a full-time role for the PSR programme. The contract will be for 12 months.

ROLE / PERSON SPECIFICATION:

Education and Experience Required:

- Minimum 8 years' experience in programme or project management.
- Experience in governance reform, public policy or public sector programmes.
- Bachelor's degree in public policy, public administration, political science or related field.
- Postgraduate qualification advantageous.

Knowledge and Skills

- Strong analytical writing and policy documentation skills: Ability to produce clear, structured programme reports, policy briefs, and briefing notes that support strategic decision-making and stakeholder engagement.
- Strategic programme planning and execution: Ability to translate strategic objectives into practical implementation plans, coordinate complex workstreams, and ensure delivery against milestones and organisational priorities.
- Stakeholder management and institutional engagement: Ability to engage effectively with senior stakeholders across government, policy institutions, and programme partners, building constructive relationships that support programme delivery.
- Programme governance and coordination: Strong capability to manage multiple technical inputs, maintain structured programme processes, and ensure quality control across outputs produced by subject matter experts.
- Operational discipline and digital proficiency: Ability to utilise digital collaboration and project management tools to maintain effective coordination, reporting, and documentation across a multi-stakeholder programme environment.

Competencies:

- Strategic thinking
- Stakeholder engagement
- Planning and organisation
- Communication
- Collaboration
- Attention to detail