



P.O.Box 61139, Bishopsgate  
Durban 4008, South Africa  
www.streetnet.org.za

+27 31 301 1618  
media@streetnet.org.za

## **StreetNet International is looking to hire a Project Officer (Part-Time, Remote)**

This part-time role (25 hours/week) reports to and works closely with the International Coordinator.

### **Roles and Responsibilities:**

- In close collaboration with the International Coordinator, provide management support and technical assistance to ensure the quality implementation of project activities and achievement of objectives.
- Plan, coordinate and work with the StreetNet team for the development of project proposals and budgets, adhering to the StreetNet Strategic Plan, relevant ExCo guidance and project proposal objectives.
- Produce narrative and financial reports that meet the requirements of StreetNet and the relevant donors.
- Ensure the project expenditure remains within budgetary line items and according to contractual agreements.
- Liaise with donors to ensure all requirements are met.
- Design, establish and manage appropriate project monitoring and evaluation frameworks.
- Support the StreetNet team to implement [Outcome Harvesting](#) as the organization's primary monitoring and evaluation method, including leading on outcome harvesting.
- Work with the Communication Coordinator on the dissemination of the project outputs and outcomes.
- Liaise with funders/donors on matters related to projects planning, implementation and reporting.
- Other relevant tasks from time to time in support of StreetNet objectives.

### **Skills and Qualifications:**

- Commitment to workers' rights and women's empowerment..
- Knowledge of practical skills on project management including financial and narrative grant reporting with foundations and/or government funders.
- At least 3-5 years relevant working experience, in working directly with trade unions or NGOs at the regional or international level, OR at the national level with international issues and diverse teams.
- Some prior experience with grassroots groups or membership-based groups is an asset.
- Excellent competence in oral and written English; fluency in French, Spanish, Portuguese or Russian will be a strong advantage.
- Good communication skills, able to work with people of diverse national and cultural backgrounds and across time zones.
- A team player with strong organizational and interpersonal skills.



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**Working Hours and Location:**

- 25 hours per week (flexible hours)
- This is a remote contract position, working at home where the person is based.
- Ideally, we would like to hire someone based in Africa or Asia, however all qualified applicants will be considered.
- Initial 6-month contract, with renewal based on performance.

**Application:**

- Interested parties please send a resume with details on education & work experience, with an accompanying cover letter which includes why you are interested in working with StreetNet, as well as your availability via email to [coordinator@streetnet.org.za](mailto:coordinator@streetnet.org.za). Deadline to apply is 20 June 2023, with a planned start date of mid-July.

*(All personal data will be treated in strictest confidence and will only be used for recruitment purposes only.)*