



NATIONAL ECONOMIC DEVELOPMENT AND LABOUR COUNCIL

P.O.BOX 1775, SAXONWOLD, 2132 – 14A JELlicOE AVENUE, ROSEBANK 2196
TELEPHONE +27(0) 11 328 4200 FAX +27 (0) 11 447 6053/2089

VACANCY	Senior Coordinator – Trade and Industry Chamber – 3 Months Temp
REPORTING TO	Head of Programme Operations
LOCATION	Johannesburg
ROLE PURPOSE :	To Facilitate and coordinate meetings and ensure the effective and efficient coordination of the Trade and Industry Chamber.

KEY PERFORMANCE AREA :

- Coordinate and facilitate TIC and TIC task team activities
- Provide support to all Fridge and Teselico processes
- Liaise closely with chamber convenors
- Communicate effectively across all levels and functions
- Clearly and concisely document reports and technical information
- Chairing and facilitating of organizational processes.
- Support chamber coordinators and other key stakeholders in accessing key information for research purposes.
- Document Management
- Project Management
- Manage and support staff
- Develop briefing documents on issues under consideration
- Minute taking
- Facilitate negotiations

COMPETENCIES :

- Communication and Influence
- Analytical Thinking
- Team Collaboration and Networking
- Relationship building
- Information Seeking
- Strategic thinking
- Problem Solving
- Negotiation and facilitation skills
- Good Writing Skills

<p>QUALIFICATION AND EXPERIENCE</p>	<p>Undgraduate /Post graduate degree in Economics/ Political Sciences/ Social Sciences however a Masters degree would be an added advantage. Exposure and /experience with working in related industry or sector Min 3 Years people management experience Min 3 Years project management experience Min 2-5 Years research experience 3-5 years preferred experience in a socio political forum 3-5 years preferred experience working with or communicating with high profile political, government, business and labour representatives. Computer literate on Microsoft packages (Excel, Word, PowerPoint and Outlook</p>
<p>REMUNERATION</p>	<p>Negotiable</p>
<p>LANGUAGE</p>	<p>English - Fluent (Speak , Read and Write)</p>
<p>CLOSING DATE</p>	<p>8 July 2016</p>
<p>CV TO BE SENT TO</p>	<p>recruitment@nedlac.org.za</p>