



**ADVERT
PROGRAMME COORDINATOR AT URBANBETTER**

BACKGROUND:

[UrbanBetter](#) is a pan-African youth-privileged advocacy and learning collaborative generating evidence to design planetary health into cities. We work in partnership with civil society organisations in key cities (UrbanBetter Hubs; starting in Lagos and Accra), as well as academic, public and private sector partners. We have projects funded (by different funders) from 2023-2025 in several cities including Accra, Kampala and Lagos with experiments in evidence-informed advocacy and participatory research projects.

We are seeking a programme coordinator who will be responsible for running operations of the expanding work of the group. The successful person will join a pan-African vibrant and growing de-centralised UrbanBetter team. They will be dynamic, with a proven track record in managing complex and evolving systems.

The role will work at the UrbanBetter Office, based at Future Africa in Pretoria, employed by the University of Pretoria which houses one of the UrbanBetter labs. The incumbent will work closely with and support the work of postdoctoral researchers and students within the group. The role will establish and maintain efficient workflow systems and M&E processes to ensure smooth running of the programme and ensure visibility of the work across the University, engaging with comms and media.

Externally, the role requires building trusted relationships with collaborators in countries across Africa and across sectors including experts from governments, international organisations, private sector, civil society, and academia to coordinate UrbanBetter work, maximise impact and identify opportunities for innovating, shaping, and scaling collective progress. They will also interact closely with funders both pre- and post-award to ensure all reporting requirements and obligations are met.

RESPONSIBILITIES:

Financial planning and contracting (pre- and post-award)

- Financial management of all UrbanBetter related transactions
- Sub-contracting agreements and payments
- Regular expenditure review against budget and cost centres
- Liaising between finance department and suppliers
- Management of orders and receipts of all necessary items/services
- Support with budgets development and planning for new projects
- Provide an administration and supporting role to the PI to optimise pre- and post-award processes

HR and Administrative support

- Administrative support for UrbanBetter Chair
- Communication and scheduling with international partners and stakeholders
- Organise and minute team and project meetings
- Support for procurement of goods and services
- Booking of travel and accommodation within the budget
- Assist with design and updating of resources for activities e.g. workshops
- Provide support to the researchers and PI for ad hoc projects.
- Timeous delivery of quality assured work

Reporting and communications

- Prepare quarterly, annual and ad hoc reports including funder reports, grant writing, and briefs
- Maintenance and updating of website, Twitter account, Facebook page, Instagram account and YouTube channel; including generating content and regular posts
- Focal point for the UrbanBetter media/PR team and university comms



Organisational development and continuous improvement

- Establish and maintain efficient workflow systems and processes to ensure smooth running of the programme and to prepare the group for expansion to enhance efficiency, communication and productivity of procedures in the group using collaborative online tools and platforms
- Develop and implement monitoring, evaluation and learning strategies and systems to measure progress, monitor performance and determine the need for improvements to ensure partners are deriving value and the initiative is achieving the intended outcomes and impact agreed with funders
- Establish and oversee processes in relation to compliance to ensure continuous improvements; navigating University systems to successfully support the implementation of the Programme goals.
- Internal reporting and monitoring and evaluation of programme activities

Coordination and management of the research portfolio

- Coordinate several projects across multiple cities in Africa across the entire project lifecycle including milestones and deadlines, organising and documenting team and project meetings, and ethics renewal deadlines
- Ensure program operations and activities adhere to internal policies
- Regularly interact with and support postdoctoral researchers working in the group as well as hub coordinators in different countries
- Act as Community manager for youth citizen scientists (including engaging through whatsapp groups) and Hub liaison working to obtain quarterly reports from coordinators in Hub cities (currently Lagos and Accra)
- Lead on design and delivery of meetings locally and across Africa (in close coordination with UrbanBetter hubs) as well as coordinate UrbanBetter presence at regional and international meetings
- Support stakeholder and collaborator engagement in countries across Africa and across sectors including experts from governments, international organisations, private sector, civil society, and academia to coordinate UrbanBetter work

MINIMUM REQUIREMENTS:

- University degree in field related to climate, sustainable development, science policy, urban health, or other relevant fields
- Experience with management of complex action-oriented projects and collaborative working to support teams across countries

REQUIRED COMPETENCIES (SKILLS, KNOWLEDGE AND BEHAVIOURAL ATTRIBUTES):

- Demonstrated strategic leadership, planning, change management, process improvement skills and monitoring and evaluation skills
- Excellent project and time management skills and ability to work independently in a pressurised environment
- Entrepreneurial mindset and self-starter who enjoys working in a collaborative and fast-paced environment
- Good written communication and verbal presentation skills in English, with experience with technical reports

ADDED ADVANTAGES AND PREFERENCES:

- Qualification in administration or project management
- Experience working with youth
- Knowledge of climate change and/or health issues in the African context

REMUNERATION

The all-inclusive remuneration package for this contract position is ZAR 565,000 - 760,000, commensurate with the incumbent's level of appointment, as determined by University of Pretoria policy guidelines.

The position is for 6 months, renewable for a further 12 months.



Applicants are requested to apply by sending the following documents to katlego.moatshe@fab.up.ac.za

In applying for this post, please attach:

- A comprehensive CV
- A motivation letter
- Names, e-mail addresses and telephone details of three referees whom we have permission to contact (please specify your relation to each referee)

CLOSING DATE: 28 Aug 2023

No application will be considered after the closing date, or if it does not comply with at least the minimum requirements.

ENQUIRIES: Prof Tolullah Oni tolullah@urbanbetter.science