



NOTES

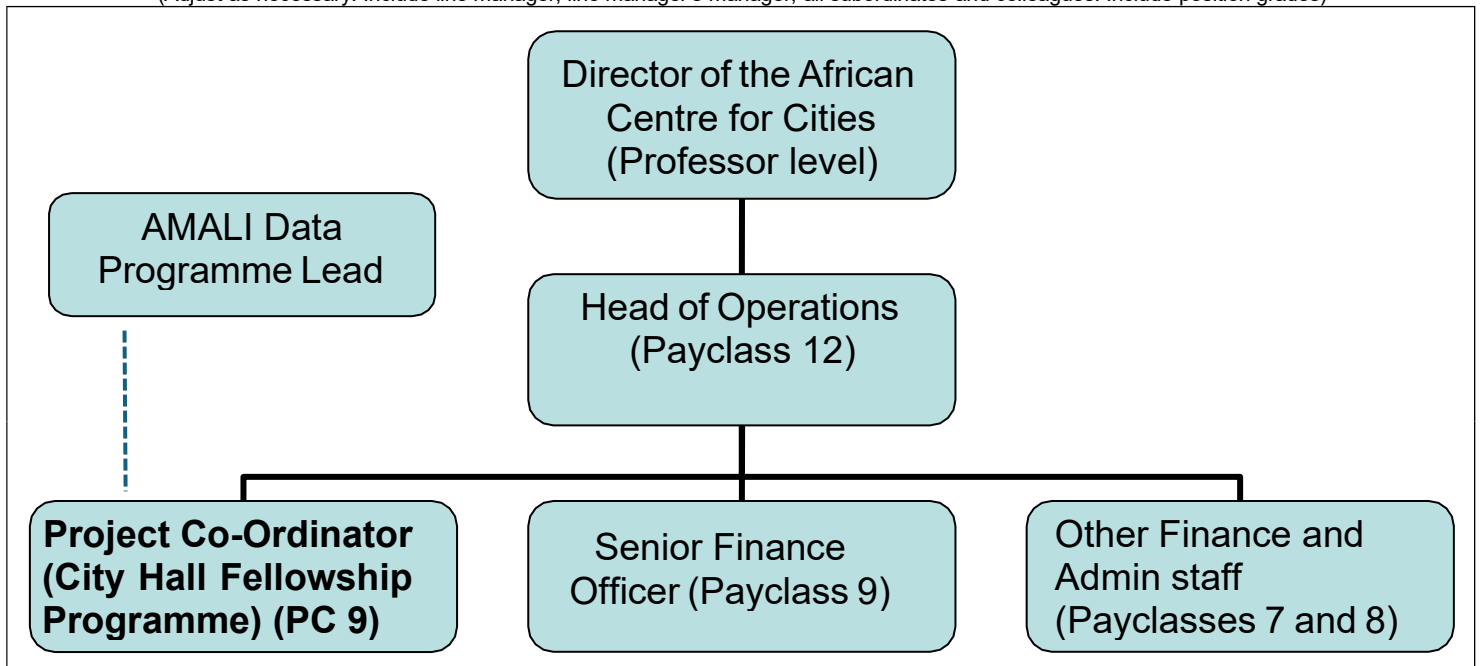
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Project Co-Ordinator (City Hall Fellowship Programme)		
Job title (HR Business Partner to provide)	Project Co-ordinator		
Position grade (if known)	Payclass 9	Date last graded (if known)	
Academic faculty / PASS department	Engineering and the Built Environment		
Academic department / PASS unit	School of Architecture, Planning and Geomatics		
Division / section	African Centre for Cities		
Date of compilation	March 2026		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to coordinate the City Hall Fellowship Programme. As part of the African Mayoral Leadership Initiative (AMALI), Masters and PhD students are embedded for up to 10 weeks each in AMALI cities across Africa to support city leaders who have participated in the AMALI programme. The Project Co-Ordinator will oversee the running of the programme including: setting up an advisory group of convenors of relevant masters programmes at UCT and ensuring they regularly meet to provide advice on the fellowship programme; liaise with AMALI team members and partners to ensure the fellowship programme is closely aligned with the functioning and objectives of the broader AMALI programme; advertising for and selecting students to participate in the programme (including setting up selection committees where necessary); engaging with AMALI cities to identify opportunities for student placement and matching students with cities and suitable advisors/mentors; organising all logistics for students to be embedded in the selected AMALI cities for up to 10 weeks each; ensuring, with support from supervisors/mentors for the students; ensuring that a high quality practical output is produced for each city leader to help support in the implementation of their legacy goal; ensure that the programme is well-documented and suitably promoted; and maintain records and ensure comprehensive reporting to ACC and to the funders on the programme. Another purpose of the position is to help ensure the AMALI Data programme runs effectively and all milestones are met on time by providing the necessary administrative support to the AMALI Data Programme Lead and other Data Programme team members. This includes organising logistics for travel and managing the AMALi Data Programme office space.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Overall coordination of City Hall Fellowship Programme	25	<ul style="list-style-type: none"> • Ensure programme runs effectively and all milestones are met on time by monitoring programme progress. • Build effective working relationships with key team members, partners, service providers and external stakeholders • Communicate with all participants in the project (e.g. AMALI team members and partners, AMALI cities, students, mentors/supervisors, convenors of relevant courses) to ensure all programme activities happen on time. • Compile and disseminate documentation for project meetings • Hold regular meetings with project team to monitor/ track project delivery and to resolve challenges that may arise. • Monitor the project budget and project expenditure • Ensure allocated expenses are within the budgetary requirements allowed by funders and UCT • Compile all necessary documentation for purchasing and for financial reporting • Compile information for, and write up, project progress reports. • Compile and disseminate documentation for project meetings • Maintain an efficient and effective paper and electronic filing system 	<ul style="list-style-type: none"> • City Hall Fellowship programme runs effectively • All milestones are met on time • Expenditure is within budget • All necessary documentation compiled for purchasing and for progress and financial reporting • Effective communication with all participants in the project • Operational matters are dealt with timeously and effectively
2	Recruiting, liaising with and supporting the students participating in the City Hall Fellowship programme	15	<ul style="list-style-type: none"> • Set up and convene an advisory group of convenors of relevant masters programmes at UCT and ensuring they regularly meet to provide advice on the City Hall Fellowship programme • Liaise with AMALI team members and partners to ensure the student City Hall Fellowship programme is closely aligned with the functioning and objectives of broader AMALI programme • Advertise and select students to participate in the programme, including setting up selection committees where necessary. • Engage with AMALI cities to identify opportunities for student placement, and match students with cities and suitable advisors/mentors, including drawing up and finalizing all necessary agreements between parties (e.g. on the output required, working conditions, nature and frequency of supervision/mentoring, etc.). • Address all problems that may arise with the student's placement in the AMALI city. • Ensure, with support from supervisors/mentors for the students, that a high-quality practical output that has undergone review is produced for each city leader to help support in the implementation of their legacy goal. 	<ul style="list-style-type: none"> • Suitable students selected and placed in AMALI cities as part of the AMALI student placement programme. • Students are sufficiently supported by advisors/mentors and produce relevant practical outputs to assist city leaders to achieve their legacy goals. • All problems with student placements are timeously addressed.
3	Ensuring student City Hall Fellowship programme is documented and promoted	10	<ul style="list-style-type: none"> • Ensure the programme is documented through a range of different outputs, e.g. reports, case studies. • Disseminate lessons and outputs of the City Hall Fellowship programme, for example, through the AMALI website and social media. 	<ul style="list-style-type: none"> • The City Hall Fellowship programme is effectively documented and promoted through a range of outputs and platforms.

4	Organising logistics for the City Hall Fellowship programme	10	<ul style="list-style-type: none"> • Organise all logistics for students to be embedded in the selected AMALI cities for up to 10 weeks each, including visas, insurance, flights, accommodation, etc. • Ensure that all agreements for each student's placement are finalised before student arrives in that particular city. • Regularly check on embedded students and deal with all crises relating to the student's placement. • Liaise with other ACC staff (e.g. communications officer) and external consultants (e.g. travel agents) where necessary 	<ul style="list-style-type: none"> • All logistical arrangements made timeously and cost-effectively
5	Administrative support for the AMALI Data Programme	40	<ul style="list-style-type: none"> • Help ensure programme runs effectively and all milestones are met on time by providing the necessary administrative support to the AMALI Data Programme Lead and other Data Programme team members. • Organise all logistics for travel by the AMALI Data Programme team, including visas, flights, accommodation, etc. • Manage petty cash for incidental expenses. • Compile all necessary documentation for purchasing and for financial reporting • Assist the AMALI Data Programme Lead in communication with all participants in the project (e.g. city leaders and their teams). • Take minutes of meetings. • Ensure that University procedures are complied with (e.g. applying for leave) and ensure that all Data Programme staff are aware of administrative procedures. • Manage the AMALI Data Programme office space, ensuring that it is a suitable work environment and that all necessary equipment, supplies and stationery are available. • Deal with all visitors and ad hoc requests 	<ul style="list-style-type: none"> • Programme runs effectively • All milestones are met on time • All travel arrangements made timeously • All necessary documentation compiled for purchasing and for financial reporting • Effective communication with all participants in the project • Minutes of meetings taken. • Office is well run

MINIMUM REQUIREMENTS

Minimum qualifications	NQF 6 qualification in administration/project management (or equivalent) with 4 years relevant experience.			
Minimum experience (type and years)	NQF 6 qualification in administration/project management (or equivalent) with 4 years relevant experience.			
Skills	<ul style="list-style-type: none"> • Excellent people skills, including the ability to interact well with individuals from diverse professional and non-professional backgrounds, including internal (UCT staff and students) and external stakeholders.(such as city leaders and local government officials) • Excellent time management/ project management skills • Ability to work well under pressure • Excellent verbal, written and presentation skills. • Computer literacy –high level of proficiency in MS Word and MS Excel • Ability to exercise judgment and work with minimal supervision • A commitment to the provision of excellent service • Attention to detail • Fluency in French would be an advantage 			
Knowledge	Knowledge of urban issues in Africa and of local government in Africa would be advantageous			
Professional registration or license requirements	None			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	Honesty to handle cash or finances			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building Interpersonal relationships	2	Planning and Organizing	2
	Analytical Thinking	2	Teamwork/Collaboration	2
	Client/Student Service and Support	2	University Awareness	2
	Communication	2	Quality Commitment/Work Standards	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Project administrative support; Organising events; Communication and Record Maintenance
Amount and kind of supervision received	Line manager is Head of Operations at ACC. Will also need to work closely with and liaise with the AMALI Data Programme Lead to ensure the administrative support needs of the AMALI Data Programme are met.
Amount and kind of supervision exercised	None
Decisions which can be made	Decisions in line with the position requirements and project work
Decisions which must be referred	Large scale – outside of direct responsibilities

CONTACTS AND RELATIONSHIPS

Internal to UCT	ACC academic and support staff, students
External to UCT	Bloomberg Philanthropies; city leaders and officials from cities in the African Mayoral Initiative (Advisory Board members, mayors, mentors, guest speakers)