

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: STRATEGY RISK AND ADVISORY SERVICES
DIRECTORATE: UNEVOC CENTRE

PROGRAMME OFFICER X1 (P7)
THREE (3) YEAR FIXED TERM CONTRACT
FLORIDA CAMPUS

(REF: VPPprogramme-officer P7/XM/2026)

The University of South Africa (UNISA) became an official UNESCO-UNEVOC Centre in December 2024, joining a global network of over 250 Centers in more than 150 countries dedicated to improving Technical and Vocational Education and Training (TVET). As a UNEVOC Network member, UNISA supports higher education, TVET, skills development, digital transformation, and emerging fields such as Artificial Intelligence (AI) in education. Its mission is to strengthen education systems and equip South Africa and the African continent with the skills needed for the future of work.

The purpose of this role is to provide operational support for the implementation of the UNEVOC Centre's programmes, projects, and initiatives related to innovation and the future of TVET. The incumbent executes programme activities in alignment with the strategic direction set by the Centre Coordinator, facilitates project coordination, ensures quality delivery, and supports partnerships and resource mobilisation to advance the Centre's objectives within the UNESCO-UNEVOC framework.

Minimum Requirements

- Grade 12 (Matric) Plus Honour's Degree or BTech or Postgraduate Diploma in the following fields:
 - Education
 - Social Sciences
 - Development Studies
 - Engineering
 - Economics
 - Business Administration
- Added Advantage
 - Master's and a higher degree in related fields

Experience

- Minimum **6** years proven record of professional experience in areas related to skills development, innovation, digitalization of the workplace and implications for education and training, future of work, networking and/or building communities of practice with at least **3 years** in a management role
- Added Advantage
 - 3 years in a multilateral organization
 - 8 years of a proven record of professional experience

Roles and responsibilities

Programme and Project Implementation

- Coordinating the implementation of UNEVOC Centre programmes and projects in line with the strategic direction provided by the Centre Coordinator.
- Supporting the development of project work plans, timelines, budgets, and deliverables.
- Ensuring that all project activities are executed on time, within budget, and to required quality standards.
- Collaborating with internal and external stakeholders to ensure smooth delivery of programme outputs.
- Documenting progress, challenges, and lessons learned for continuous improvement.

Research, Data and Trend Analysis

- Collecting, analysing, and synthesising information on TVET, labour market trends, and skills development needs.
- Monitoring national and international developments related to UNEVOC thematic areas such as lifelong learning, equity, green and digital transformation, innovation, and inclusion.
- Providing analytical summaries and reports to inform programme adjustments and decision-making.
- Contributing to the development of knowledge products and case studies that support evidence-based practice.

Partnership and Resource Coordination

- Assisting in identifying and engaging key partners, including government, industry, and development agencies.
- Supporting the preparation of project proposals, donor reports, and funding documentation.
- Coordinating joint initiatives with partners to address knowledge gaps and promote collaboration.
- Facilitating communication between the Centre and partners on project-related matters.
- Ensuring accurate documentation of partnership activities and outcomes.

Monitoring, Reporting and Compliance

- Tracking programme performance indicators and preparing periodic progress reports for the Centre Coordinator.
- Ensuring compliance with institutional policies, financial procedures, and donor reporting requirements.
- Maintaining detailed records and databases of project activities, outcomes, and expenditure.
- Supporting the monitoring and evaluation of programme impact and sustainability.
- Providing administrative and logistical support for meetings, workshops, and reviews.

Key competencies

- Strong programme and project coordination skills.
- Knowledge of TVET systems and frameworks.
- Basic research and analytical skills.
- Data management and reporting capability.
- Excellent stakeholder communication and customer-service orientation.
- Proven ability to plan, prioritize and deliver results; adapt to change; and work collaboratively in a diverse, multicultural environment.
- High levels of integrity, reliability, accountability and confidentiality.

Desired skills and experience

- Excellent project management skills, including results-based management, financial management, monitoring, evaluation, and reporting.
- Analytical skills, ability to collect, synthesize and analyze information and statistical data from various sources.
- Ability to work under pressure, to manage heavy workloads and to meet tight deadlines, paying close attention to detail and quality of work.
- Strong IT skills, including good knowledge of standard office software and online collaboration tools.
- Ability to identify emerging labour market and skills development trends and needs and ability to plan strategically.
- Excellent verbal and written communication and presentation skills.
- Ability to build partnerships with local and international organizations and the private sector.
- Excellent interpersonal skills and ability to work in a multicultural environment.
- Knowledge of other UN languages is an asset.

Assumption of duty : *as soon as possible*

Remuneration : Remuneration is commensurate with the seniority of the position

Closing date : 21 August 2026

Enquiries:	(012) 429 3673	Mr. S Bahula (HR Practitioner)
	(012) 429 2278	Ms. X Malindisa (HR Practitioner)
	(012) 352 4076	Ms. O Manamela (UNEVOC)

We welcome applications from persons with Disabilities



- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- Background checks will be conducted for all successful candidates
- The prescribed online application form is obtainable from: [Programme Officer Application form – Fill out form](#)
- Late, incomplete, and incorrect applications will not be considered.

You are required to scan the following documents (Certified within the previous six months) together with your CV as one PDF and attach them to the applications process.

- Curriculum Vitae
- Identity Document
- All educational qualifications

- Proof of SAQA verification of foreign qualifications (If applicable)

Only PDF format documents are accepted (No pictures and password-protected documents)

To apply please click the following link [Programme Officer Application form – Fill out form](#)

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.

All applications should reach UNISA before 16H00 on the closing date.

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