

# COMMUNITY SURVEY PROJECT MANAGER

CLOSING DATE FOR APPLICATIONS: 24 MARCH 2017



## GENERAL

- **Location:** Kaplan Centre - UCT
- **Reporting to:** Director
- **Hours of work:** Full time
- **Nature of contract:** 1 year fixed-term project contract
- **Salary Range:** R30,000 – R40,000 p/m (subject to qualification and experience)
- **Benefits:** Annual leave and all Jewish holidays off

## ABOUT THE ORGANISATION AND THE ROLE

Based at the University of Cape Town, the Kaplan Centre promotes Jewish studies research with a special focus on South African Jewry. This is an exciting opportunity for an individual with project management experience and research skills to run a year-long community study and needs analysis of the Cape Town Jewish community.

## KEY DUTIES & RESPONSIBILITIES

The Project Manager is required to take full ownership of all stages of this project including:

1. **Planning Stage:** Devise a Project Plan for the project
2. **Data Gathering Stage:** Consult with the leadership of the Cape Town community, gather new data and analyse existing data and hire and coordinate researchers if and when appropriate.
3. **Focus-groups and interviews:** Conduct and coordinate focus groups and interviews
4. **Large-scale community survey:** Manage the selection of an appropriate survey firm; orchestrate survey design and oversee and liaise with the survey firm.
5. **Report writing / Analysis:** Produce reports and presentations that analyse the data

## REQUIRED SKILLS & EXPERIENCE

1. Post-graduate degree is essential with previous project management experience
2. Background in quantitative research and/or experience conducting research projects and/or experience with survey methodology is desirable
3. Confident and outgoing individual who is comfortable being in the public eye
4. Able to work in a calm, rational, systematic, sensitive and discrete manner
5. Excellent written and verbal communication skills with the ability to explain complicated information
6. Strong consulting, networking and inter-personal skills as well as the ability to effectively communicate with a wide variety of stakeholders
7. Highly organised with strong coordination skills and comfortable working in an unstructured environment
8. Flexible, self-driven individual who is able to multi-task and work autonomously while able to manage and work well with others
9. An accountable, responsible and reliable individual who takes pride in their work
10. Strong PC knowledge (Word, Excel, PowerPoint) is essential: excellent attention to detail, comfortable working with databases
11. Good quantitative skills and/or experience in statistics is essential.

**Interested?**

Please contact Loren for an application form: [loren@ctjc.co.za](mailto:loren@ctjc.co.za)

*Please note if you have not been contacted within 2 weeks of submitting your application, please consider your application to have been unsuccessful*

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