



## Project Coordinator: Entrepreneurship Vertical

September 2024 – **WomHub** is hiring! WomHub is looking for a dynamic Project Coordinator in our Entrepreneurship vertical. Our project coordinators work with a WomHub Project Manager on a variety of administrative and programme management tasks and are key to executing the project for our clients. The ideal candidate will assist in planning and organising programme activities, carry out important operational duties and input into the reporting of our impact.

### About WomHub

WomHub is an eco-system builder specialising in building gender diversity in STEM (Science, Engineering, Technology, Mining and Manufacturing) value chains;. Following a holistic approach, we support girls and women at every stage, from attraction to exit and everything in between to create a more inclusive and equitable society.

Our entrepreneurship vertical incorporates both incubators and accelerators to nurture and build a vibrant community of female entrepreneurs, supporting their growth and success. Recognizing the unique challenges faced by women in STEM in starting and scaling businesses, WomHub offers tailored resources, thematic programmes and mentorship that focus on the unique entrepreneurial stage, vertical and growth points. From ideation to funding, WomHub guides women through every step of the entrepreneurial process, helping them build sustainable and successful ventures.

### About The Role

WomHub is looking for a dynamic Project Coordinator in our Entrepreneurship vertical to work alongside the WomHub Project Manager (Entrepreneurship Vertical) to undertake a variety of administrative and programme management tasks. The ideal candidate will assist in planning and organising programme activities, carry out important operational duties and input into the reporting of our impact.

## Key Responsibilities

The successful candidate's overall objective will be to have the following responsibilities:

### **Programme Coordination**

- Programme coordination tasks as laid out by the Project Manager to achieve the specific goals to ensure the project deliverables are met within the timeframes provided.
- Workflow management & tracking in support of the programme plan
- Programme diary management
- Facilitation of application process including communication, forms, process and interview booking and feedback.
- Facilitation of diagnostic tools, programme tools, forms, information and any other required
- Correct use and maintenance of systems, tools forms and project plans to support the project
- Vendor booking, management and payment submission within budgetary guidelines and processes
- Manage communications through media relations and social media
- Managing the fulfillment of adhoc requirements to support business and client needs

### **Research Review**

- Research, following a provided research outline from the Project Manager, that may be, and not limited to, relevant to a programme, industry, or client
- Review and analysis of documentation, contracts and/or data points for specific client, programme or thematic focus
- Collation and presentation of relevant data and information

### **Reporting & Data Management**

- Gathering and providing, in a timeous manner, correct data needed for reports requested by management.
- Database management

### **Cohort Communications**

- Asct as first point of contact for Founders on the programme
- Facilitating seamless and correct programme communications as per project plan
- Supporting other team members with needed assets and data to complete tasks laid out

### **Administrative Support**

- Support WomHub management in day-to-day, monthly and programmatic admin where needed, for example, and not limited to, data sourcing, financial processes and submission, onboarding and offboarding processes etc.

### **Adhoc Support**

- Where needed, adhoc PC work may be required.

### **Requirements**

The ideal candidate should have the following key skills and requirements:

- Minimum qualification: National Diploma in the relevant field
- Ability to communicate fluently in English (written and verbal)
- Good interpersonal and communication skills, with the ability to build relationships with different stakeholders
- Proven experience in project coordination and/or event planning
- Detail-oriented
- Strong computer and IT systems skills - Microsoft Office (Excel, Word, PowerPoint)
- Strong experience with team coordination and management
- Strong skills for data analysis and reporting
- Quick learner with passion and drive
- Work under pressure
- Must be available to start immediately
- Based in Johannesburg, South Africa
- Required to work outside of office hours if required to complete projects and tasks.

### **Salary and Benefits**

Full time position

Salary: R10 000.00- R15 000.00 per month CTC

Salary is negotiable based on work experience.



## Application

Submit your CV to: [womhubcareers@womeng.org](mailto:womhubcareers@womeng.org)

Application Deadline: September 2024

If you are passionate about Project Coordination in the Entrepreneurship Vertical we encourage you to apply for this exciting opportunity to join our team at WomHub

About WomHub:

Find out more on [www.womhub.com](http://www.womhub.com)