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[Vacancy] Logistics Coordinator

Iranti is a registered non-profit organisation (NPO), founded in June 2012 to focus on lesbian, transgender and intersex rights across the African continent. We achieve our purpose through advocacy, movement building and multimedia storytelling. We work with an intersectional lens, often with LGBTI-sector partners, across the region and beyond. We have a ten-person team and operate from our office in Killarney, Johannesburg. Iranti is seeking an **Organisational Logistics Coordinator** to join the team.

ROLE OBJECTIVE:

The role of the Logistics Coordinator is to act as an integral link to ensure that Iranti delivers on its programmes. The Logistics Coordinator sets a schedule of deadlines for the completion of all projects and manages assigned team members towards achieving each step in the process. The Logistics coordinator monitors project progress and communicates with all relevant service providers and stakeholders as and when required. This role is responsible for keeping all projects and information flowing efficiently, accurately and timeously throughout the organisation, and ensuring all internal workflow processes are followed. This role works across units, namely Advocacy, Research and Communications.

Skills, Experience and behaviour requirements:

1. A commitment to Iranti's mission and a clear understanding of the links between advocacy research, and community building, campaigning and media work with a demonstrated knowledge of project management
2. A bachelor's degree or national certificate in administration, project management or equivalent five years proven work experience.
3. Proficient in Microsoft Office Applications (Excel, Outlook, Word and PowerPoint).
4. Strong organizational skills with the ability to manage across multiple multi-month projects, priorities, budgets and schedules.
5. Strong movement organizing skills.
6. Demonstrated ability to meet deadlines, work well under pressure with minimal supervision, and adapt on the fly to changing demands.
7. Excellent problem-solving skills, solid commitment to accuracy and efficiency and to maintain a high level of attention to detail on all projects.
8. Good communicator with a high level of written and verbal skills to effectively communicate project status, requirements, changes, risks and issues.
9. Self-motivated, highly organized and able to work effectively as part of a team.
10. Driver's license an optional benefit
11. Language proficiency in at least English, and two other South African languages.

If you meet the criteria, please apply by sending a letter of motivation and a two page CV to anthea@iranti.org.za by 3 March 2020