

JOB DESCRIPTION

Title: Specialist, South Africa Project Play

Location: Johannesburg, South Africa

Reports to: Director of Legal and Compliance

Department: Legal and Compliance

I. Primary Purpose

The In-Country Program Specialist for Project Play is responsible for project management and administrative program support for Spence-Chapin's new program, Project Play, in Johannesburg, South Africa. Project Play includes the construction of outdoor playgrounds and indoor play spaces at four identified children's homes in South Africa, as well as birthday and holiday celebrations for each child. The Program Specialist will assist in initial vendor exploration, oversight of construction and implementation, setting up systems for long term sustainability, reporting, continued identification of needs, assessments, etc.

The Specialist will communicate regularly with the Director of Legal and Compliance in Spence-Chapin's New York office to share progress, identify challenges, and providing reporting metrics related to the Project Play in South Africa.

II. Key Performance Indicators

- **Children's Home Improvements** – identify contractor/vendor for physical improvements to children's home(s) prior to commencement of construction projects, photograph and document progress and completion of these improvements for reporting purposes.
- **Oversee Project Play** at four new locations including but not limited to:
 - Communicate with external vendors to assess estimated costs of each playground construction and maintenance
 - Communicate regularly with Spence-Chapin, New York Office about potential challenges
 - Oversee the construction and maintain progress logs as completion is underway
 - Facilitate reports selected equipment and/or stations
 - Provide QUARTERLY reports to Spence-Chapin, New York Office once installation has been completed
 - Maintain description records of equipment maintenance needed
 - Maintain budget, expense reports, receipts, etc.
 - Oversee any required maintenance in a timely manner in communication with children's home staff and Spence-Chapin, New York Office
 - Document progress with photos and videos which should be included in the QUARTERLY reports and during initial construction
- Assist with any other project related needs and reporting requirements of the Grant funding the project, as communicated by the Director of Legal and Compliance
- **Oversee Birthday & Holiday Celebration** at four new locations including but not limited to:
 - Create birthday calendar for all children living in institution
 - Identify and secure external vendors to provide through donation or low-cost, children's toys and gifts (older children, school supplies etc.)
 - Plan effectively for timely distribution of holiday, birthday gifts
 - Plan effectively for timely celebrations of holidays, birthdays including location setting, time, date and announcing of celebration to staff
 - Document celebrations with photos, videos etc. which should be included in the QUARTERLY reports
 - Maintain expense reports
 - Report progress and any needs QUARTERLY

III. Education & Experience

- Bachelor's degree required; Master's degree preferred
- Experience in International Development, Project Management, or similar background/degree strongly recommended
- Experience in child development, play therapy, physical therapy preferred
- Experience in budget management and financial reporting (in international context) preferred
- Experience living or working abroad, particularly in South Africa, preferred
- Bi-lingual preferred (Zulu, Xhosa)

IV. Technical Skills

- Proficiency in computer applications, such as Word, Excel, PowerPoint, Adobe, Skype

V. Key Competencies

- Excellent interpersonal communication, organizational, and writing skills
- Ability to be flexible and work well under pressure
- Ability to multitask and effectively organize, with a strong eye for detail
- Sensitivity to cultural diversity and cross-cultural challenges as well as adoption challenges
- Ability to work independently and in group settings