



OFFICE OF THE MAYOR OF VICTORIA

Vacancy Advert

Project Coordinator

The Office of the Mayor is seeking a suitably qualified, dynamic and motivated individual for the position of **Project Coordinator**.

Key Responsibilities

- Coordinate, monitor and support the planning and implementation of projects, programmes and strategic initiatives.
- Prepare project plans, schedules, reports and implementation frameworks.
- Liaise with government agencies, district authorities, community organisations, private sector partners and other stakeholders.
- Monitor project progress and ensure timely achievement of project milestones.
- Prepare progress reports, briefing notes and presentations for management.
- Organise meetings, workshops, consultations and community engagement activities.
- Support project budgeting, procurement and logistical arrangements.
- Conduct research, collect data and assist in developing project proposals and policy recommendations.

- Represent the Office of the Mayor at meetings and events as delegated.
- Perform any other related duties assigned by the Mayor.

Qualifications and Experience

Applicants should possess:

- A **Diploma or Degree** in Project Management, Public Administration, Management, Urban Planning, Social Sciences, Business Administration or a related field.
- Applicants with a **Diploma** must have **at least 5–6 years of relevant experience** in project coordination, administration or programme management.
- Proficiency in Microsoft Office applications.
- Knowledge of government procedures and community development initiatives will be an added advantage.

Key Competencies

- Strong project coordination and organisational skills.
- Excellent communication and interpersonal abilities.
- Sound analytical and problem-solving skills.
- Strong report writing and presentation skills.
- Effective stakeholder engagement and teamwork.
- Excellent time management with attention to detail.
- The ability to work under pressure and meet deadlines.

Working Conditions

This position is primarily office-based but requires occasional field visits, community engagement activities and, when necessary, work outside normal office hours during events and project implementation.

Interested applicants are invited to submit their application letter, detailed curriculum vitae and certificates and qualifications to the Office of the Mayor by Monday, 27th of July.

Submission should be done by email to: mayor@victoria.gov.sc

How to Apply

Interested candidates are invited to submit:

- A cover letter;
- A detailed Curriculum Vitae;
- Certified copies of academic and professional qualifications; and
- Contact details of two professional referees.

Applications should be addressed to: mayor@victoria.gov.sc

Only shortlisted candidates will be contacted