



Job Title: National Projects Coordinator

Contract Duration: March 2025 - December 2025

Location: Braamfontein, Johannesburg

Salary: R 284,029.88 (for 10 months, March to December 2025)

Reports To: National Director, CoRMSA

About CoRMSA:

The Consortium for Refugees and Migrants in South Africa (CoRMSA) is a dynamic membership-based organisation dedicated to advocating for and protecting the rights of asylum seekers, refugees, and migrants. CoRMSA works to amplify the voices of immigrants, promote access to justice, and engage in collective advocacy. The organisation plays a critical role in raising awareness and driving action across civil society, with a focus on ensuring the human rights of refugees and migrants are respected both locally and globally.

Position Overview:

CoRMSA is seeking an experienced and motivated **National Projects Coordinator** to manage and coordinate key projects designed to support refugees, asylum seekers, migrants, and migrant children. Reporting to the National Director, the successful candidate will be responsible for planning, implementing, and monitoring a variety of programs, including Human Protection, Social Services, Capacity Building, Research, Service Delivery Monitoring, and Media Communications. This role requires expertise in Monitoring, Evaluation, and Learning (MEL) to effectively track progress, improve programme outcomes, and contribute to CoRMSA's mission.

The Coordinator will collaborate closely with internal teams, members, and external stakeholders to ensure projects are successfully delivered and align with CoRMSA's strategic objectives.

Key Responsibilities:

- **Project Planning & Coordination:** Work with project partners and members to define clear objectives, deliverables, and timelines that align with CoRMSA's goals.
- **Resource Management:** Ensure optimal use of internal and external resources, track project progress, and proactively address challenges.



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- **Stakeholder Communication:** Serve as the primary liaison for project stakeholders, ensuring clear, timely communication.
 - **Documentation & Reporting:** Maintain comprehensive records of project activities, including regular progress reports, meeting minutes, and performance data.
 - **Budget Management:** Assist in managing project budgets, ensuring financial oversight and cost-effectiveness.
 - **Relationship Building:** Develop and nurture relationships with government agencies, NGOs, and key stakeholders. Represent CoRMSA in relevant forums and advocacy efforts.
 - **Fundraising & Proposal Development:** Identify new funding opportunities and contribute to the creation of grant proposals.
 - **Advocacy & Lobbying:** Lead the development of advocacy campaigns, including policy submissions and public communications, to address key issues impacting CoRMSA's beneficiaries.
 - **MEL Management:** Design and implement robust MEL systems to track program and project impact, collect and analyse data, and apply insights to enhance program effectiveness.

Required Skills and Qualifications:

- **Experience:** Minimum of 3 years' project coordination experience, preferably in a civil society organisation focused on migration or human rights.
- **Knowledge:** Strong understanding of migration policies, laws, and trends in South Africa and globally.
- **MEL Expertise:** At least 3 years' experience in project Monitoring, Evaluation, and Learning, with relevant qualifications.
- **Skills:** Excellent organisational skills, with the ability to manage multiple projects simultaneously. Strong written and verbal communication abilities. Familiarity with project management tools.
- **Education:** Bachelor's degree in Business Administration, Project Management, Social Sciences, or a related field, or equivalent practical experience.
- **Mindset:** A passion for social justice, a pro-migrant attitude, and a commitment to continuous learning and problem-solving.
- **Work Style:** Ability to work independently and collaboratively within a team. Willingness to travel locally and internationally as required.



How to Apply:

To apply, please send the following documents to info@cormsa.org.za by **4:00 PM on 13th February 2025** and for more information contact Gloria Makxeta on 011 403 0033:

- Updated CV
- Cover Letter
- Two reference letters with valid contact details.
- Two examples or references of previous project coordination work.
- Certified copies of your valid South African ID/Permit/Passport and work permit (if applicable)