

BUDGET JUSTICE COALITION: ORGANISER JOB DESCRIPTION

The Budget Justice Coalition (the BJC) is a loose coalition of social justice not for profit organisations in South Africa, united in their common work to promote budget transparency at all three spheres of government and to advance the progressive realisation of the socio-economic rights contained in the Constitution and binding international treaties. The BJC is a feminist Coalition.

- The Coalition is looking for a part time Organiser to be appointed as a consultant. The location of the position would be preferably in Cape Town or Johannesburg.
- Consultancy fees would be R 10 000 per month, allocated as set out below.
- The position will be available from 1 August 2019 to 30 May 2020.

The Organiser's tasks would include:

Secretarial services to the Steering Committee:

- Organising VOI meetings of the Steering Committee (the SC).
- Providing secretarial services to the SC, including drafting agendas and meeting minutes.
- Maintaining accessible archiving of documents on GoogleDrive.
- Tracking undertakings of SC members and co-ordinating circulation of completed outputs.

Organising services:

- Liaise with BJC members and Steering Committee to develop core advocacy strategies such as parliamentary submissions in February and October annually
- Coordinate the writing and development of budget analyses/reports/submissions as identified by the BJC work streams
- Setting up a 12 month calendar of relevant events, specifically at National Parliament that pertain to the national budget process.
- Circulating timely reminders of forthcoming events to the SC and Coalition members sufficient to allow for participation in these events.
- Circulating links to records of relevant parliamentary committee minutes, Questions and Answers to Parliament. Relevance to be predetermined in consultation with the SC.

Coalition Management:

- Maintain up to date contact list of all members of the Coalition.
- Administer membership applications from time to time in accordance with the rules of the Coalition
- Undertake all logistical requirements of the Coalition for members meetings as required by the SC from time to time.
- Co-ordinate media requests and maintain relationship with key media houses.
- Scope donor possibilities and co-ordinate fundraising.

Anything else that may be required by the SC from time to time in consultation with the Consultant.

Qualifications:

- A postgraduate degree- preferably in a social science discipline
- Experience in the civil society sector or similar organising context
- Highly proficient with Microsoft Office and general computer skills.
- Knowledge of the Parliamentary and/ or budget process.

- A proven ability to work independently.

Verbal and written proficiency in a South African vernacular language will be an advantage.

The ability to travel is necessary.

The Consultant must have access to their own tools of trade, including data for electronic communication.

Logistics:

- The Consultant can work anywhere and must be able to travel to Cape Town or, Johannesburg when required to for BJC-related engagements. The Consultant will be expected to work 8 days per month, or the hourly equivalent thereof. Accumulation of days will be necessary to optimise planning for and support during the October MTBPS and February Budget sessions.
- Day to day management of the Consultant will be done by the Steering Committee. Administration of the contractual matters will be undertaken by Studies in Poverty and Inequality Institute.

Applications are to be received by Close of Business on Tuesday 23 July by email to Applications@spii.org.za. Please submit a short CV, and a covering letter setting out why you would be suited to the job, and three contactable referees (phone number and email address). Only shortlisted applicants will be contacted. Interviews (face to face or via Skype) will be conducted in the week of the 29th July 2019.