

Position: Project Coordinator
Type: 6 months contract
Location: Aloe Ferox Eastern Cape Tyefu Community Project
Closing date: 25 June May 2026

Interested candidates should email CV to: recruitment@tianaconsulting.co.za
If you need more information about the position, please contact 011 431 1354, one of our Consultant will assist you.

Requirements:

- Agricultural knowledge or work experience
- Matric or similar qualification
- Minimum 2 years work experience in community development work, project coordination, preferably in community-based or agriculture related projects
- Must have at least a Code 08 driver's license
- Hardworking and demonstrable ability to manage a team
- Ability to give instructions and see that work is done according to set criteria and work plan
- Ability to work under supervision
- Strong communication, writing, record keeping and stakeholder engagement skills
- Basic computer skills
- Ability to travel using the project bakkie within the Tyefu Community – 10 community sites
- Abilities in project administration and management

Key Performance Areas:

- Serve as the primary liaison between the community and project stakeholders (including the Project Management Committee - PMC)
- Support the coordination of training sessions, workshops, and project activities for community participants working closely with the village chairpersons
- Coordinate the wild harvesting of Aloe specific to a region, collection and transport to the processing facility
- Assist with training logistics, attendance, materials preparation, and follow-up support
- Support communication, meeting coordination, and minute-taking for project engagements
- Attend to queries from project staff and community members
- General administration and record keeping of the ten project sites
- Develop a project work plan comprising of the ten community sites, for executing the Aloe activities in conjunction with the CSIR
- Work together with the CSIR project manager and suppliers at the ten community sites
- Ensure that workers comply with operational procedures and safety regulations at the ten community sites