



# VACANCY ADVERTISEMENT

Faculty Of Economic And Management Sciences

**Position:** Chair Project Coordinator in the Office of the Wholesale & Retail Leadership Chair: Western Cape

The **University of the Western Cape** (UWC), in partnership with the **Wholesale and Retail Sector Education and Training Authority** (W&RSETA), is establishing the Wholesale & Retail Leadership Chair for the Western Cape. The Chair aims to strengthen research, skills development, and industry collaboration within the wholesale and retail sector, with a particular focus on entrepreneurship, transformation, and sustainability.

The Chair Project Coordinator will be responsible for coordinating the implementation of the Chair’s strategic, research, and stakeholder engagement activities. The role requires strong project management, coordination, and partnership facilitation capabilities to ensure the effective delivery of the Chair’s objectives.

### Purpose of the role.

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### Core Functions

- Coordinate the implementation of research, skills development, and stakeholder engagement programmes
- Facilitate collaboration between academia, industry, and public sector partners
- Support research projects aligned to sector priorities and W&RSETA mandates
- Coordinate stakeholder engagements, workshops, and learning sessions across the Western Cape
- Manage project plans, timelines, deliverables, and reporting processes
- Support data collection activities, including surveys, interviews, and sector analysis
- Assist in the development of knowledge outputs (reports, policy briefs, case studies, publications)
- Maintain stakeholder databases and communication systems
- Support governance processes, including reporting to advisory boards and management committees
- Oversee marketing, communications, and visibility initiatives of the Chair

### Minimum Requirements

- Diploma or Degree in Business Management, Project Management, Economics, Marketing, or a related field
- Strong project coordination and organisational skills
- Ability to manage multiple workstreams and meet deadlines
- Excellent written and verbal communication skills
- Proficiency in MS Office and digital collaboration tools
- Ability to work independently and in a multidisciplinary team

### Added Advantages

- Experience in research coordination or academic project environments
- Understanding of the higher education and skills development landscape
- Experience within the wholesale and retail sector
- Knowledge of stakeholder engagement and partnership management
- Knowledge of entrepreneurship, transformation, or sustainability within the sector





## Key Competencies

- Stakeholder coordination and relationship management
- Project planning and execution
- Analytical and problem-solving skills
- Strong administrative and reporting capability
- Adaptability and ability to work under pressure

## Eligibility

This opportunity is open to nominated candidates from the **University of the Western Cape, Northlink TVET College, and Western Cape CET College** as recognised partners within the W&RSETA Chair programme. The position will be filled on a secondment basis, and candidates must be formally nominated by their employing institution, subject to approval by the W&RSETA.

Applicants who meet the minimum requirements for this position should apply by forwarding their CVs for attention to **Itebogeng Masibigiri** at [Leadershipchair@wrseta.org.za](mailto:Leadershipchair@wrseta.org.za). The closing date for applications is **15 May 2026 at 17:00**.

## Important Notes

- This appointment will be made on a secondment basis
- Candidates remain employed by their home institution during the secondment
- The nomination and appointment are subject to W&RSETA approval
- Applications

## Applications should include:

- A detailed Curriculum Vitae
- Names and contact details of at least three traceable referees

## Enquiries

For further information, please contact: **Thabang Motsoeneng**, Senior Specialist: Research and Innovation on [TMotsoeneng@wrseta.org.za](mailto:TMotsoeneng@wrseta.org.za)