

SITE PROJECT DIRECTOR VACANCY IN PORT SHEPSTONE, KZN

IRD is an international not-for-profit organization headquartered in Singapore, operating with affiliates registered in Bangladesh, Indonesia, Nigeria, Pakistan, the Philippines, South Africa, Vietnam, and Zimbabwe. Founded in 2004, we are propelled by our vision of a world where millions of vulnerable lives are meaningfully healthier. Our aspiration is to create a world where the most underserved, at-risk, and in-need populations experience improved physical, mental, and social well-being.

Purpose of Job
<p>We seek an experienced and visionary Site Project Director who will play a critical role in providing strategic and operational leadership for the delivery and scale-up of an integrated Early Childhood Development (ECD) innovation across four provinces in South Africa to enable us to successfully implement programs and projects aligned with our organization's mission and goals.</p> <p>In this role, the Site Project Director will focus on leading the Kuyakhanya program implementation, managing multi-disciplinary teams, coordinating with partners, and supporting scale-up through systems development and stakeholder engagement and work closely with the Project Management Unit, technical and support teams, and external partners to ensure that project goals and deliverables are met. She/he will contribute by developing systems, providing implementation oversight, managing partnerships, and leading strategic planning in alignment with organizational objectives.</p> <p>The Site Project Director will collaborate with colleagues across departments to help achieve the organization's mission, contributing innovative solutions, technical knowledge, analytical insights, and scalable systems to enhance operational efficiency and effectiveness.</p> <p>Given IRD's diverse cultural and geographic settings, particularly in the Global South, it is essential for the Site Project Director to provide cross-functional leadership, cultural sensitivity, and system-level thinking that drive innovation and support teams in reaching their full potential.</p> <p>We expect a commitment to the long-term success of IRD and the ability to adapt to changes.</p>

Key Responsibilities

The Site Project Director will focus on project leadership, multi-stakeholder coordination, systems development, and integrated program scale-up. He/She will be responsible for delivering high-quality ECD innovation across four provinces, ensuring stakeholder alignment, and managing cross-functional teams and partners across the organization and will serve as a role model for collaboration, expertise, and accountability.

The ideal candidate should have a deep understanding of Early Childhood Development, integrated community health systems, and large-scale program implementation in the Global South and possess the ability to work in diverse cultural contexts. An open-minded and inclusive approach will foster a culture of continuous improvement and innovation, aligning all work with IRD's mission, vision, and values.

- Manage and lead a multi-disciplinary team of collaborators toward the design and delivery of an integrated ECD project.
- Develop regular project management touchpoints and multi-partner working groups for comprehensive program input.
- Ensure high-quality training, learning, and capacity-building opportunities for project teams.
- Work with the Project Management Unit to make collaborative decisions and ensure delivery of project goals.
- Collaborate with partners to define scopes of work, timelines, and review contracts with IRD Global support.
- Monitor and review progress of implementing partners toward project goals.
- Organize and host General Project Meetings and domain-specific working groups to support program integration.
- Lead strategy implementation in the South African context with support from relevant teams and stakeholders.
- Refine and standardize project implementation tools, SOPs, and systems for scale-up across four provinces.
- Collaborate across technical domains (ECD, Mental Health, Community Engagement, M&E) and support functions (Finance, Operations, HR, Communications) for effective planning and execution.
- Support M&E logframe refinement, review programmatic data, and ensure accountability and improvements across systems.
- Guide the implementing partner and external vendor in the development of a comprehensive project application.
- Manage high-level stakeholders including government and private sector partners to ensure smooth project integration.
- Represent the project in national-level stakeholder engagements and strategic forums.
- Support RFP development and partner selection for innovation scale-up; serve as primary liaison with selected partners.
- Strengthen relationships with stakeholders and ensure alignment with programmatic objectives.
- Lead technical advisory groups and consolidate feedback for the PMU and other decision-making forums.
- Draft reports and presentations for donors, partners, and public dissemination.

Academic/Professional Qualifications/ Experience, Skills and Competencies

We are seeking a highly qualified professional with the following qualifications:

- Education: Master's degree in Social Sciences, Global Health, Public Health, International Development, or a related field.
- Experience: 8–10 years of experience in project management or program implementation, with a proven track record of contributing to project success, systems delivery, and partner coordination.
- Experience: Prior experience in Early Childhood Development or integrated development programs is highly desirable.

As the Site Project Director you will play an essential role in supporting/contributing to program delivery, partner management, system development, and scale-up planning and helping the organization achieve its mission and vision. To excel in this role, we are looking for candidates with the following skills and characteristics:

- Strong written and spoken communication skills in English; fluency in isiZulu, isiXhosa, or Afrikaans is

a plus

- Deep understanding of research methodologies and ability to analyze qualitative and quantitative data
- Demonstrated leadership in managing diverse and cross-functional teams
- Excellent organizational and strategic planning skills
- Ability to inspire, lead, and coach professionals in development settings
- Cultural sensitivity and a collaborative, inclusive approach
- Proficiency in Microsoft Office and digital project management tools
- Subject matter expertise and strong interpersonal influence within cross-sectoral environments

This position is based in Port Shepstone, South Africa, and requires occasional intercity and field travel. Candidates must be willing to relocate to Port Shepstone at their own expense. Salary is paid in USD.

Suitable candidates are invited to submit a motivation letter highlighting your suitability to the role, your achievements and success, contact details of three work-related referees and an updated CV to **MaraisButton & Associates**.

Email: annelie@maraisbutton.co.za

Closing date: 8 September

Contact will only be made with shortlisted candidates.

We are retained to deal with this recruitment drive. Please do not contact IRD directly.