

Course Assistant

Economic Policy Research Institute- Claremont, Western Cape

The Economic Policy Research Institute is looking to fill the Courses Assistant position at their Cape Town headquarters. The Economic Policy Research Institute (EPRI) is a not for profit research institute based in Cape Town, South Africa. EPRI was founded in 1994 to support the process of South Africa's socio-economic transformation and development. Today EPRI specializes in providing social protection research, capacity building courses and policy advisory services to government and civil society organizations. The organization runs several global training courses, and the Course Coordinator is looking for an assistant.

Minimum Requirements

To be considered for this position you will need:

- A relevant B degree or equivalent
- Relevant experience in a similar position
- Interest in marketing/event coordination
- Computer literacy, in particular strong MS Excel skills
- To reside in the Western Cape
- The ability to act independently to solve problems
- The ability to work under pressure
- Good reporting and analytical skills
- To be willing to travel to other countries to support the training team
- The be flexible in working hours, including working overtime and on some weekends
- To work well in a group

Course Assistant Responsibilities:

Providing support to the Course Coordinator in regards to:

- Marketing event coordination and Project Management
- Administrative duties and logistical support
- Operations and logistical management of courses
- Budget construction, monitoring and reconciliation

Job Purpose:

To support Course Coordinator operations by compiling, formatting, and reporting information and materials, as well as engaging in active marketing strategies and social media outreaches.

Job Specification:

Your primary responsibilities will include:

- Conceptualizing, implementing and monitoring of marketing strategies and identifying target audiences
- Update marketing database by imputing new and removing old entries
- Link marketing efforts to social media platforms utilized by the organization
- Supports course coordinator with logistics of training courses-preparation of materials, reading packages, and application packages, maintaining training applicant databases and applicant liaison
- Traveling with the course coordinator to global training courses for logistical support (bonus perk of the position)
- Providing marketing tracking and research information by collecting, analyzing, and summarizing data and trends
- Updates job knowledge by participating in learning opportunities

EPRI is looking for a motivated and highly organized individual who is eager to learn and will do what it takes to get the job done.

In addition to your application, please include a Curriculum Vitae, and cover letter stating your qualifications and interest in this position. Send all requested documents with a cover letter to careers@epri.org.za.