



PROJECT COORDINATOR (CITY HALL FELLOWSHIP PROGRAMME)
(Payclass 09; 12- month fixed term contract)
AFRICAN CENTRE FOR CITIES (ACC)
SCHOOL OF ARCHITECTURE, PLANNING AND GEOMATICS
FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT

The African Centre for Cities (ACC) at the University of Cape Town invites applications for a full-time **Project Coordinator (City Hall Fellowship)** for a 12-month contract (approximately June 2026 –June 2027) with the possibility of renewal.

We are looking for candidates to work as part of the African Mayoral Leadership Initiative (AMALI) Data Programme team (see <https://amalities.africa/> for more details), located within the African Centre for Cities (ACC) at the University of Cape Town in Cape Town, South Africa.

ACC was established in 2007 at the University of Cape Town as an urban research institute. The ACC is based in the School of Architecture, Planning and Geomatics in the Faculty of Engineering and the Built Environment, but is interdisciplinary in scope, drawing on expertise on urban issues from across the university. AMALI, located within ACC, focuses on supporting African Mayors in their legacy goals and involves in-depth and ongoing technical and skills support over the course of a calendar year. The AMALI Data Programme specifically focuses on supporting Mayors from African Cities and their executive and data teams in the collection, analysis, and use of data necessary for effective decision making and reporting at a city-scale. The staffing complement of the AMALI Data Programme is currently a Data Programme Lead and four City Data Advisors.

The purpose of this position is two-fold: to coordinate the City Hall Fellowship Programme and to provide administrative support to the AMALI Data Programme.

First, in terms of coordinating the City Hall Fellowship Programme, as part of the African Mayoral Leadership Initiative (AMALI), Masters and PhD students are embedded for up to 10 weeks each in AMALI cities across Africa to support city leaders who have participated in the AMALI programme. The Project Co-Ordinator will oversee the running of the programme including: setting up an advisory group of convenors of relevant masters programmes at UCT and ensuring they regularly meet to provide advice on the fellowship programme; liaise with AMALI team members and partners to ensure the fellowship programme is closely aligned with the functioning and objectives of the broader AMALI programme; advertising for and selecting students to participate in the programme (including setting up selection committees where necessary); engaging with AMALI cities to identify opportunities for student placement and matching students with cities and suitable advisors/mentors; organising all logistics for students to be embedded in the selected AMALI cities for up to 10 weeks each; ensuring, with support from supervisors/mentors for the students; ensuring that a high quality practical output is produced for each city leader to help support in the implementation of their legacy goal; ensure that the programme is well-documented and suitably promoted; and maintain records and ensure comprehensive reporting to ACC and to the funders on the programme.

The second part of the position is to help ensure the AMALI Data Programme runs effectively and all milestones are met on time by providing the necessary administrative support to the AMALI Data Programme Lead and other Data Programme team members. This includes organising logistics for travel and managing the AMALI Data Programme office space.

For detailed information on this post, please view the job description on the following link: ([view](#))

To view and apply for this position, please visit the UCT Jobs site [View](#) (For Internal Applicants) and [View](#) (For external Applicants) to create a profile and to submit your application.

Closing date: 26 June 2026

Reference:

ID 1403

UCT is a designated employer and is committed to the pursuit of excellence, diversity and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.hr.uct.ac.za/hr/policies/employ_equity

When you apply for a position at UCT, we collect your personal information to assess your application, communicate with you, and coordinate interview logistics. Information such as race, gender, nationality, and disability status is used to support our Employment Equity obligations. We also verify your references, qualifications, conduct criminal and, for certain roles, credit checks. For more information about how the University of Cape Town uses personal information and your rights, please email popia@uct.ac.za.

The University reserves the right to extend the closing date for applications if deemed necessary and reserves the right to make no appointment.