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## BRANCH ASSISTANT – CHESTERVILLE

IkamvaYouth is a township-based volunteer programme that gets learners out of poverty through education. The organisation exists to reduce inequality in South Africa, and its track record of matric results, access to post-school opportunities, and alumni success is proof that positive change is possible.

### **The Purpose of the Position:**

The purpose of this position is to manage the enrolment of learners to the IY tutoring programme and provide support to the Branch Coordinator in ensuring the efficient and effective running of the branch.

The Branch Assistant will report to the Branch Coordinator – Chesterville.

The salary is R90,807.72 per annum.

### **Responsibilities:**

#### **KPA1: Oversight of Computer Literacy Training**

- Arrange a computer literacy training schedule for the learners
- Ensure that data is loaded for connectivity
- Inspecting the laboratory for any faults or issues
- Manage and track updates on the asset audit spreadsheet
- File all attendance register

#### **KPA2: Learner Enrolment and Administration**

- Collecting learner application forms
- Capture and enrol selected learners by capturing their details on the database
- Make announcements for learners to bring reports
- Collecting learner report and marks from learners or schools
- Capture learner results on database
- Capture learner attendance on database
- Circulate emails or sms's to tutors and learners for the purposes of communicating updates
- Circulate announcements and reminders to learners and tutors
- Send invitation letters to parents to attend meetings
- Develop and manage a schedule for team meetings, as well as BranchCom for every term
- Share the draft minutes of meetings for input
- File and manage finalised meetings minutes

**KPA3: Oversight of Tutoring Sessions**

- Work closely together with the Branch Coordinator to maintain learner discipline during tutoring sessions
- Making announcements and providing feedback to learners after tutoring session
- Ensure that the tutoring space is conducive for learning is inspirational and orderly

**Qualification & Competencies Required:**

- A tertiary qualification
- Minimum of 1-2 years working experience
- Experience in the NGO and education sector would be advantageous
- Experience in working with the youth required
- Proactive Performance oriented
- Innovative
- Resourceful
- Contributes to an effective team
- Analytical thinker
- Resilient
- Self-aware
- Flexible
- Good written and verbal communication skills
- Stakeholder orientation
- Commitment to IY's five values and redressing inequalities through education

**TO APPLY:**

Interested applicants should submit their Curriculum Vitae and a cover letter via email to [careers@ikamvayouth.org](mailto:careers@ikamvayouth.org) with the subject heading "**Chesterville BA**" by **06 February 2019**.