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HEAD OF PROGRAMMES

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 it has a 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 lead the programmes team and M&E team at IkamvaYouth by driving the operationalisation of IkamvaYouth's programme strategy, draw synergies, drive innovation and sharing of best practices between IkamvaYouth's programmes to build the sector of after-school organisations offering a quality programme. The Head of Programmes will be responsible for the design and management of IkamvaYouth's programmes. This role involves both strategic planning, programme design to establish an innovative programmes portfolio and includes working with government and international and local donors.

The Head of Programmes will report to the Chief Executive Officer. The position is a full -time position based in Cape Town OR Pretoria.

Salary: R 567 361,44 per annum

Responsibilities:

KPA1: Strategy and Planning

- Develop, refine and execute IkamvaYouth's programmes strategies
- Lead the programmes team to develop and maintain sound operational plans aligned to IkamvaYouth's strategic plans, for the implementation of all IkamvaYouth's Programmes and Model
- Contribute to ensuring IkamvaYouth's culture is informed by its values and hold the space for reflection and growth, recognising, valuing and embracing the diversity of views, backgrounds and cultures of IkamvaYouth's learners, partners and stakeholders
- Work collaboratively with colleagues, promoting cross-learning through active sharing of information
- Recommend improved strategies, policies, operations, systems and processes and manage the change management process of any improvements to be implemented
- Attend at least two strategic meetings with branch staff, CCP partners or the training department's partners per term

KPA2: Programme Management

- Manage the programme team using a participatory, adaptive management approach
 - Establish systems to oversee the implementation of each sub-programme ensuring that programmes are being implemented according to operational plans and appropriate amendments made as deemed necessary
 - Facilitate access to appropriate resources and skills development, as required

- Oversee the development of partner and service provider agreements, contracts, and any other legal documents
- Ensure effective delivery of programmes through new and existing offerings and partnerships
- Create and manage a risk dashboard for the programmes team incorporating the leading and lagging indicators to manage risk of underperforming against impact targets
- Drive innovation in programmes ensuring the implementation of best practices across branches and CCP partners
- Lead the development of documenting and contextualising IYs model, methodology and supporting tools and processes, including Ops Manual, in partnership with relevant colleagues
- Tutor at a branch or CCP partner at least twice per term to ensure a full understanding of the IkamvaYouth tutoring model and best practices
- Ensure the smooth implementation of all IkamvaYouth programmes, providing leadership and management to the Programmes team in order to ensure the achievement of programmatic and impact performance against stated milestones and goals
- Support the achievement of IY's impact targets of learner reach, quality of passes and placements through the implementation of a comprehensive monitoring and evaluation

KPA3: Monitoring and Evaluation

- Support the implementation of M&E through implementing systems to identify, analyse and disseminate lessons learnt from programme activities supporting the delivery of IY's theory of change
- Collaborate with M&E to ensure the systematic collection, collation and analysis of programme data that allows for measurement of the programme objectives, including accurate and timeous capturing of all data into IY data collection tool to include leading and lagging indicators
- Ensure the continuous development and improvement of IY's monitoring and evaluation approach, tools and systems for the tracking of day to day programme outputs and medium to longer term outcomes
- In collaboration with the team, ensure the tracking and evaluation of the data for IY branches, CCP and training
- Promote learning through active information sharing, knowledge development and the incorporation of evidence-based organisational knowledge into high-quality programme implementation

KPA4: Reporting

- Provide support to the BDM team with the writing of donor proposals and reports to fund the programmes
- Ensure the timeous submission of all programmes reports to the Business Development Team for donors
- Ensure all donor reports (and proposal information) are accurate and relevant to the donor they are being sent to and align with the grant agreement
- Contribute content to internal and external communication platforms, providing both programme and learner related content, complying with POPI in relation to both
- Provide feedback in terms of updating of Programmes, strategies and organisational goals for board packs and other meeting
- Report to the Board on Programme outcomes and recommendations

KPA5: Training Department

- Work with the Training Manager to guide the capacity of IkamvaYouth staff, and practitioners and implementers in the sector more broadly

KPA6: Financial Management

- Coordinate, oversee and ensure final completion of the budget for Programmes
- Undertake cost-benefit analysis in relation to programme goals and expenditure against budget and monitor cost per learner in collaboration with the Business Development Manager
- Approve and monitor expenditure in accordance with the approved budget and financial policies
- Provide honest, comprehensive and timely reporting, as required
- Adhere to all legal requirements in relation to the management of IkamvaYouth's finances, supporting regular, thorough audit and reporting mechanisms

KPA7: Donor and Stakeholder Management

- Develop and nurture relationships with partners, potential donors and donors, stakeholders and beneficiaries
- Ensure active stakeholder and partner networking and mapping

KPA8: Risks, Compliance and Ethics

- Ethics
 - Maintain highest ethical standards, supporting all mechanisms required to ensure this
- Compliance
 - Comply with all Finance and HR legislation
 - Comply with all child safeguarding legislation, internally and externally, including but not limited to, both the Children's Act and Protection of Private Information Act
 - Adhere to Industry standards
- Risk
 - Develop risk plan for Programmes, collaborating with the CEO to integrate into overall IY risk plan
 - Monitor the risk plan for Programmes,
 - pro-actively identifying current and future risks,
 - provide solutions to mitigate risk and implementing timeous interventions
 - providing feedback to CEO and escalating, as required
 - Report regularly on risk plan, as required

KPA9: Staff Management

- Manage and lead the Departments reporting into the HOP and provide support to their departments
- Support programmes staff in achieving their optimal performance goals, providing mentorship and guidance
- Ensure the development, safety and wellness of programmes staff
- Ensure high levels of accountability and discipline within the Programmes team
- Coordinate and manage the team to improve processes and systems, as well as increase efficiency and effectiveness in day to day financial management
- Undertake the recruitment, management and development of high performing staff, who are able to deliver on the organisation's vision and goals
- Provide leadership and oversight to all direct reports, holding staff accountable to their individual key performance areas and goals
- Train direct reports
- Adhere to the fair application of HR policies and procedures
- Contribute to a positive, safe and healthy work environment
- Undertake orientation of direct reporting staff when entering the organisation and offer mentoring, training and development as required
- Undertake skills transfer and succession planning
- Provide and review job description with each staff member
- Communicate individual, team and organisation wide objectives
- Provide support by holding individual check-in's and ensure that our performance management processes are followed to drive accountability in all parts of the programmes team
- Work together with the HR Manager to deal with any performance-related concerns
- Hold probation discussions with new team members

Qualification & Competencies Required:

- Relevant Postgraduate degree
- At least 8 years in increasingly more responsible programmes management positions within the NGO or similar environment;
- Experience in donor-funded environment is essential
- Experience in education field would be an advantage
- Interest in and alignment to IY's vision and values
- Strategic and analytical thinker
- Proactive and performance-orientated
- Leadership and communication
- Emotional Intelligence
- Commitment to developing people
- Highly organised, self-reliant, good problem-solving, results-oriented, multi-tasker with superior management skills and excellent judgment

- Exceptional written, verbal and interpersonal skills
- Excellent presentation skills and the ability to effectively interface with all team members and stakeholders
- Advanced computer literacy skills
- Performance-oriented
- Proactive, Innovative and Resourceful
- Willing to take risks
- Contributes to and builds an effective team
- Analytical Thinker
- Emotional Intelligence
- Adaptable
- Stakeholder orientation
- Commitment to IY's five values and redressing inequalities through education

TO APPLY:

Interested applicants should submit their Curriculum Vitae (no more than three pages) and a motivational letter (no more than one page) setting out why they are the appropriate person for this role via email to careers@ikamvayouth.org with the subject heading "Head of Programmes" by 5pm on the 26 August 2019.

We will not be in a position to reply to all applicants so if you have not heard from us by the end of September then you were not successful. Thank you for your interest in this role.