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BRANCH ASSISTANT – CHESTERVILLE KZN

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 Branch Assistant will report to the Branch Coordinator. The position will be based in Chesterville, Kwa-Zulu Natal
Salary: R 90 807.72 per annum

Responsibilities:

- Communication and logistics for daily activities, programme delivery and events (Organization and communication skills)
- Personally taking attendance at every homework and tutoring session and ensuring that learners' attendance improves (Reliability, commitment and good rapport with learners)
- Organize meetings and compile minutes (Good writing skills)
- Data capturing and Filing (Attention to detail)
- Collecting school reports and entering data into database (Consistently ensuring that reports are collected, filed and that data is captured)
- Communicating with volunteers and learners through email, phone and bulk sms
- Assisting with general administration and providing assistance to the branch coordinator (Ability to identify needs, take initiative and be a reliable team member)
- Assisting with general lab duties such as printing, photocopying and ensures proper usage and maintenance of the environment. (Computer skills and organization)
- Teach Computer Literacy to learners after school using a simple curriculum provided by IkamvaYouth (Computer literacy skills, tutoring/presenting/teaching experience and ability)

Qualifications and Competencies required:

- A degree or a post-matric qualification
- Highly entrepreneurial outlook and can-do attitude;
- Organized and efficient;
- Impeccable time management skills, data collection and reporting must be accurate and timely;
- Passion for working with young people and a pro-active energy;
- Ability to work alone and take initiative;
- Adept at using computers (Microsoft Office, social media and internet);
- Ability to work virtually (many discussions, meetings and document development occur collaboratively online)

TO APPLY:

Interested applicants should submit their Curriculum Vitae and a cover letter via email to careers@ikamvayouth.org with the subject heading “**Branch Assistant**” by **22 October 2019**.