



IKAMVAYOUTH
THE FUTURE IS IN OUR HANDS

Cape Town Head Office: 47 Westminster Road, Salt River, Cape Town,
South Africa, 7925

T +27 (0) 21 820 7444 | F +27 (0) 86 514 7197

www.ikamvayouth.org

NPO Reg. Number: 032-082. PBO Tax Exemption Number: 930030238

VAT Reg. Number : 4850271927

HEAD OF PROGRAMMES

IkamvaYouth is a non-profit organisation offering after-school support to high school learners. It has a track record of achieving its mission and is a large organisation with over 60 staff, 700 volunteers and 2,500 learners.

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 share best practices between IkamvaYouth's programmes to build the sector of after-school organisations. 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 as well as international and local donors. The Head of Programmes will manage five different programmes at IkamvaYouth.

Reporting line: Chief Executive Officer

Location: Cape Town/ Pretoria

Salary: R600,000 pa

Responsibilities:

- Develop and execute IkamvaYouth's programmes and monitoring and evaluation 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
- Develop improved strategies, policies, operations, systems and processes and manage the change management process of any improvements to be implemented
- Manage the programme team using a participatory and adaptive management approach
- Drive innovation in programmes ensuring the implementation of best practices across IkamvaYouth's branches and our NGO partners
- Lead the development of documenting and contextualising IkamvaYouth's model, methodology and supporting tools and processes, including Ops Manual, in partnership with relevant colleagues
- Support the achievement of IkamvaYouth's impact targets of learner reach, quality of passes and placements through the implementation of a comprehensive 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 IkamvaYouth's theory of change
- Provide support to the Fundraising and Business Dev. team with the writing of donor proposals and reports to fund the programmes
- Work with the Training Manager to build the capacity of IkamvaYouth staff, and practitioners and implementers in the sector more broadly
- Ensure responsible oversight of IkamvaYouth's programmes budget
- Ensure active stakeholder and partner networking and mapping
- Comply with all Finance and HR legislation



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Minimum qualification & Skills

- Postgraduate degree in either education related field of study, development studies or monitoring and evaluation
- 8 years' experience in a senior programmes and/or management position (ideally at an NGO)
- 2 years' experience in the education sector (preferred)

To apply:

Interested applicants should submit their Curriculum Vitae and a cover letter via email to careers@ikamvayouth.org with the subject heading "Head of Programmes" by **27 January 2020**.

Due to the volume of applicants, should you not receive feedback within 2 weeks please consider your application unsuccessful