



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

12 May 2022

Branch Coordinator – Ikageng Branch

IkamvaYouth (IY) 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.

Purpose:

The successful candidate will manage and oversee the smooth running of the branch which includes providing support to branch staff, coordinating branch activities, and ensuring that the IY Model is being implemented within a conducive learning environment.

Reporting line: District Manager – GP&NW

Location: Ikageng

Salary: R19 771.50

Responsibilities:

- Responsible for the branch budget
- Oversees and coordinates branch activities as well as ensuring that all community engagements and governance meetings are held timeously, and minutes distributed
- Ensures that policies and the code of conduct are reviewed and shared with relevant stakeholders
- Manages the Grade 12 programme for the branch as well as learner, tutor and mentor recruitment
- Responsible for stakeholder engagement and public relations activities of the branch
- Oversee branch data entries, as well as branch activities planning, monitoring, evaluation & reporting

Minimum requirements:

- Minimum NQF level 6 related tertiary qualification
- Minimum of 2 to 3 years working experience
- At least 1 year of leadership experience
- Driver's license and own reliable car will be an added advantage
- Experience in the NGO and education sector would be advantageous
- Experience in working with the youth required
- Good written and verbal communication skills
- Proactive and flexible analytical thinker
- Innovative and resourceful
- Commitment to IY's five values and redressing inequalities through education

Preference will be given to EE candidates

TO APPLY:

Interested applicants should submit their Curriculum Vitae and a cover letter via email to careers@ikamvayouth.org with the subject heading "Branch Coordinator – Ikageng" by **17 May 2022**

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