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

VAT Reg. Number : 4850271927

06 June 2022

Branch Assistant

Gugulethu 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 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.

Reporting line: Branch Coordinator

Location: Gugulethu

Salary: R8081,50

Benefits: Medical aid allowance

Responsibilities:

- Contribute to the achievement of regional specific objectives
- Responsible for the smooth running of the Computer Literacy Training
- Responsible for accurate and timeous Learner Enrolment and Administration
- Ensure that Tutor Sessions run smoothly, and all issues resolved timeously

Minimum requirements:

- Post matric qualification
- Minimum of 1 to 2 years working experience
- 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 Assistant – Gugs**" by **13 June 2022**

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