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

VAT Reg. Number : 4850271927

17 May 2023

DISTRICT MANAGER

Introduction:

IkamvaYouth is a township-based volunteer programme that gets learners out of poverty through education. The organization 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 Purpose of the Position:

The purpose of this position is to manage and oversee the implementation of IkamvaYouth's Model across several branches situated in the Western Cape province and to ensure the smooth running of the regions which includes providing support to staff, coordinating regional activities, and ensuring that branches achieve best possible outcomes regarding learner retention, volunteer attendance and engagement, matric results and post-school placements.

Reporting line: **Programmes Manager**

Location: **Western Cape**

Salary: **R29 094.75 per month**

Benefit: **Medical aid allowance**

Responsibilities:

- Oversee operations of the region and set regional objectives and design a framework in which objectives can be achieved.
- Provide guidance with regards to RegCom, SPWs, and BranchComs, team meetings to the various branches.
- Ensure implementation of IY policies and processes at branches throughout the regions
- Oversee all aspects of the model implementation, including administrative and data-capturing.
- Oversee regions' data collection and compile reports both narrative and financial.
- Actively participate in setting up of branches in the region and ensuring branch targets are reached.
- Strategic analysis of branch needs year on year, based on growth plans.
- Schedule and write funder reports (including the financial report) as guided by the Fundraising team.
- Develop, build, and maintain strategic cross-sectoral relationships and partnerships within the regions.
- Progressively work towards increasing organizational presence, partnerships, and visibility within the education sector at large.
- Work together with the Programme Manager to develop the regional budget in accordance with the allocated regional income.
- Lead, train and develop regional/branch support staff

Requirements:

- Minimum NQ level 6 related tertiary education
- Minimum 3 - 5 years' experience in the NGO sector
- Minimum 3 years of leadership experience
- Own reliable car, and willingness to travel extensively in the region for site visits and monitoring.
- Experience in managing a geographically dispersed team would be advantageous.
- Ability to multi-task and prioritize multiple activities.
- Excellent written, verbal communication skills
- High degree of computer and financial literacy
- Proactive, innovative, and resourceful approach
- Stakeholder and relation-building oriented.
- Contributes to people development and building an effective team.
- Commitment to IY's 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 "**District Manager – Western Cape**" by **26th May 2023**.