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

VAT Reg. Number : 4850271927

16 October 2023

Branch Coordinator – Umlazi

IkamvaYouth (IY) 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.

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 – KZN

Location: Kwazulu Natal

Salary: R20 609

Medical Aid Allowance

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 program 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:

- Tertiary education/ Minimum 3 to 5 years of NPO working experience.
- At least 1 year of leadership experience
- A driver's license and owning a 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 – Umlazi"** by **20 October 2023**

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

By signing this contract, you are consenting to IkamvaYouth processing your personal information for purposes including, but not limited to concluding employment contracts, occupational health and safety, recruitment and training and for general compliance with applicable law. You warrant that you have familiarised yourself with South Africa's [Protection of Personal Information Act](#) (POPIA) and understand your rights and obligations under this Act.