



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 Registration Number: 032-082 | PBO Registration Number: 930030238

VAT Registration Number: 485027927

05 June 2026

**Permanent Contract
Branch Administrator
Re - advertisement**

Introduction

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 Branch Administrator will support strategic operations of the branch, they will manage the enrolment of learners and tutors in the IY tutoring Programme and provide support to the Branch Lead in ensuring the efficient and effective running of the branch.

Reporting line: Branch Lead

Location: Western Cape –Atlantis Branch

Salary: R12 798.00

Benefit: Medical Aid Allowance

Responsibilities:

- Ensure that Tutor Sessions run smoothly, and all issues are resolved timeously.
- Facilitate psycho-social workshops, career guidance and life skills sessions to support learner's wellness.
- Act as an academic advisor to learners and their parents, providing guidance on academic matters.
- Run book clubs and other academic enrichment activities.
- Manage and capture data related to learners, tutors, and branch activities.
- Assist with SEF project administration and other branch-specific projects.
- Write minutes during branch, team and regional meetings and ensure follow-up on action points.
- Manage the recruitment and on boarding of tutors and learners
- Manage learner and tutor retention
- Raise awareness of branch activities and successes with partners and stakeholders.
- Always liaise with all involved stakeholders and update them on programme development
- Foster a culture of accountability, collaboration, and continuous improvement
- Support fundraising and business development initiatives as per targets.
- Assist the branch lead with admin of the branch budgets, ensuring cost-effectiveness and alignment with financial policies.
- Oversee resource allocation and utilization, including facilities, equipment, and materials.

Minimum requirements:

- Post matric qualification.
- Minimum of 1 to 2 years of 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
- Innovative and resourceful
- Commitment to IY's five values and redressing inequalities through education

TO APPLY:

Interested applicants should submit their Curriculum Vitae and a cover letter via email to careers@ikamvayouth.org with the subject heading "Branch Administrator - Atlantis". **Closing Date: 10 June 2026, 5pm.**

Preference will be given to EE candidates

Due to the volume of applications, should you not receive feedback within a week please consider your application unsuccessful.

IkamvaYouth Board Members: Board Chairperson - Ms. Yasmin Bucknor Keteku, Mr. Hope Chidawanyika, Ms. Refilwe Simakane, Mr. Siyabulela Godwana, Mr. Xolani Mkhize, Ms. Rufaro Mudimu

By responding to this advert and sending your CV, cover letter and/or any other documentation, you are consenting to IkamvaYouth processing your personal information as contained in the furnished documents. IkamvaYouth may process your personal information for the purpose of recruitment for this and/or other posts that may arise within the organization. You warrant that you have familiarized yourself with South Africa's [Protection of Personal Information Act](#) (POPIA) and understand your rights and obligations under this Act.

IkamvaYouth Board Members: Board Chairperson - Ms. Yasmin Bucknor Keteku, Mr. Hope Chidawanyika, Ms. Refilwe Simakane, Mr. Siyabulela Godwana, Mr. Xolani Mkhize, Ms. Rufaro Mudimu

By responding to this advert and sending your CV, cover letter and/or any other documentation, you are consenting to IkamvaYouth processing your personal information as contained in the furnished documents. IkamvaYouth may process your personal information for the purpose of recruitment for this and/or other posts that may arise within the organization. You warrant that you have familiarized yourself with South Africa's [Protection of Personal Information Act](#) (POPIA) and understand your rights and obligations under this Act.