**RECRUITMENT & PREPARATORY PROGRAMME COORDINATOR**

Andreas & Susan Struengmann Foundation – Students for a Better Future

**About Us:**

Students for A Better Future is a Scholarship Foundation offering Scholarships based on academic ability and financial need, to some of Cape Town’s most prestigious High Schools, The vision is to develop well-rounded, goal-oriented individuals who will contribute positively to the future of South Africa and become citizens of the world.

**MAIN PURPOSE OF THE JOB**

Coordinate the implementation of the Recruitment and Preparatory programmes, for Students for a Better Future (SBF) and Disa High School Scholarships (DHSS), executing the SBF strategy to deliver on organisational goal and vision

**KEY PERFORMANCE AREAS IN DETAIL**

**Strategic Vision, Leadership and Accountability**

* Undertake regular reporting on performance against stated milestones and goals
* Utilise information for purpose of diagnostics, policy development, advocacy and planning
* Recommend improved strategies, policies, operations, systems and processes
* Work collaboratively with colleagues, promoting cross-learning through active sharing of information

**Recruitment Programmes development & review**

* Support the development of both SBF and DHSS recruitment programmes
* Refine and implement an online application process to facilitate recruitment, in collaboration with the Operations Manager and the M&E lead
* Monitor implementation and provide feedback for programme development and review
* Support the review and updating of contracts entered into with families and partner schools to reflect the expectations and responsibilities

**Preparatory Programmes development & review**

* Support the development of both SBF and DHSS preparatory programmes
* Monitor implementation and provide feedback for programme development and review
* Support the review and updating of contracts entered into with families and partner schools to reflect the expectations and responsibilities

**Recruitment Process**

Coordinate the recruitment process for SBF and DHSS through:

* Establishing feeder school network and NGO partnerships and regularly assess and review feeder schools and NGO partners, updating partnerships as required, to ensure best quality applicants
* Facilitating and undertaking feeder school communications
* Screening applications against qualifying criteria and collate information.
* Coordinating the Academic testing and Psychometric testing processes:

**School placement**

* Coordinate and undertake the development and collation of individual scholar profiles for the Placement Discussions
* Set up the Placement Discussions with the relevant stakeholders
* Once Placement discussions have been completed, provide schools with scholar profiles and facilitate scholar interviews with partner schools
* Gather information from each school about which scholar has been selected
* Provide feedback to scholars and families on final placements and recommendations
* Confirm all placements with the relevant stakeholders
* Assist candidates and their families with WCED applications

**Data management & M&E**

* Provide weekly updates to the Recruitment and Prep Managers regarding activities, data and timelines
* Undertake the capturing, collation of scholar data and provide feedback to the relevant stakeholders.
* Undertake the collection, analysis and sharing of data in each phase of the recruitment and prep programmes.

**Financial Sustainability**

* Contribute to the development of the budget for the recruitment & preparatory programme, contributing to the development of the overall programme budget, for approval by CEO

**REQUIREMENTS OF JOB**

**Qualifications**

* Relevant university degree
* A project management or coordination qualification or training would be advantageous
* Valid driver’s licence and access to a vehicle

**Experience**

* 5 years overall relevant experience in programme/project coordination or project management, with at least 3 years in relevant field

**Skills & Knowledge**

* Strong Project/programme coordination experience, skills and knowledge
* Strong organisation and planning skills
* Strong administration, documentation and reporting skills
* Strong IT skills (e.g. Google Suite, Excel, Word, PowerPoint)
* Excellent written and verbal communication skills
* Stakeholder/client/partner management
* Multi-lingual (Xhosa and Afrikaans) would be an advantage
* South African educational system and context and how to work within it
* Understanding of complexity of diversity and discrimination across all factors, including but not limited to class,

To apply please submit the following documents:

• A one-page motivation letter motivating your application

• Full Curriculum Vitae (CV)

Closing date: 1st March 2021

Please send your Motivational letter & CV to: rudayba@maraisbutton.co.za