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**Post-Secondary Programme Coordinator**

Job Summary:Co-ordinate the implementation of post-secondary programme by executing the SBF strategy to deliver on organisational goals, vision & mission.

**About the Candidate:**

Ideal candidates for the role of Post-Secondary Coordinator would be individuals who:

• Understands the future world of work and is passionate about coaching students to reach their dreams based on a changing world;

• Passionate about supporting and developing processes and procedures that can drive outcomes in the youth development;

• Motivated to work in and with multiple systems, tertiary institutions and so forth, to the benefit of our individual beneficiaries;

• Is a team player, involved in and committed to the Students for a Better Future (SBF) mission, priorities, and team;

• Aligns with SBF’s core values and our SBF Branches namely our commitment to family, integrity, celebrating the unique, nurturing well-being and cultivating grit; and

• Flexible and agile individual who is able to support team members and programmes sometimes beyond the immediate job description.

**Post-secondary Preparation - support the Manager in implementing post-secondary transition programme**

• Undertake research on available financial opportunities for students

• Facilitate workshops and introductions to tertiary institutions to facilitate high-school scholars’ access to and knowledge of post-secondary opportunities and financial opportunities

• Undertake preparatory work for finalisation of post-secondary bursaries

• Undertake the preparatory work for the finalisation of post-secondary mentor/tutor selection and stipend contracts

• Facilitate workshops around career and entrepreneurial opportunities linking scholars to industry experts

• Support the vacation placements process for scholars and students

• Collaborate closely with High School Programme Coordinators in ensuring best outcomes for the post-secondary transition

• Undertake research into the future world of work and integrate this into the support and collaboration with high school coordinator responsible for transition into post-secondary

• Collaborate with High School Programme Coordinators in conducting research into the viability of TVET colleges as potential tertiary placement institutions

Tertiary Programme Implementation - undertake programme delivery

• Ensure the first-year onboarding planning is aligned to emerging needs

• Support the implementation of the First-Year student orientation programme, supporting the smooth transition into the institution

• Undertake research on available academic and psychosocial support for students, Facilitate First Year students’ access to knowledge of the on-campus opportunities and support mechanisms (including academic and psychosocial), and how to access same

• Provide input into the development of personal and self-development workshops

• Facilitate the holding of personal and self-development workshops for students • Implement mentorship programme for students, both internally and externally

• Implement and monitor the early warning system for student’s academic status,

• Actively engage with tertiary institution fees office/bursars and academic support programme, as required

• Support the implementation of the mentorship/tutor high school programme, overseeing the contractual obligations of First Year students

**Career readiness: support the transistion into careers**

• Facilitating workshops around development of CVs, interviewing techniques and entrepreneurial training linking students to industry experts

• Support the development of network of key industry partners to help create placement opportunities for graduates, including internship

• Undertake work readiness workshops with industry partners/experts in final year of tertiary studies

• Career pathing/development based on future world

**Individual Student Support: undertake coaching of post-secondary students**

• Utilise student academic bi-annual results in bi-annual individual coaching sessions in first year of tertiary studies, in order to develop strategies and plans to address issues

• Provide coaching support to students across academic years, who are struggling all first-year students aligned to SBF curriculum and attributes

• Provide support and guidance to Students who opt not to pursue tertiary studies directly after having completed Grade 12; this includes but is not limited to Students who fail to gain access to a partner institution, choose to pursue a structured gap year, are unable to due to mental or physical health challenges

**Minimum Requirements:**

• AA/EE Candidate • Fluent in Xhosa & English

• Relevant graduate qualification in Tertiary Education or Post graduate certificate in Education/Psychology or Coaching qualification.

• 5 years overall experience, with at least 3 years in a relevant field.

• Mentoring and Coaching experience will be an advantage.

• Practical experience in implementing and managing projects.

• Demonstrated experience working with stakeholders across sectors.

• Work experience relevant to the future of work

• Case management, documentation and reporting skills 3 Attributes:

• Strategic thinker • Excellent written and verbal communication skills

• Team player/collaborative

• Ability to set boundaries and maintain confidentiality

• Resilient

• Attention to detail

• Community building skills • People skills

• Highly motivated and committed to excellence

Suitable candidates are invited to send a motivation letter highlighting suitability to the role, a CV in Word format and contact details of three work related referees to [**rudayba@maraisbutton.co.za**](mailto:rudayba@maraisbutton.co.za)

Contact will only be made with shortlisted candidates.

**Closing date: Friday 03rd December 2020**