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 MANAGER POST-SECONDARY PROGRAMMES – CAPE TOWN BASED

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| **MAIN PURPOSE OF THE JOB**  | Manage and oversee the overall post-secondary programme, executing SBF strategy to deliver on organisational goal and vision |
| **KEY PERFORMANCE AREA** | **KEY PERFORMANCE AREAS IN DETAIL**  | **KEY PERFORMANCE INDICATORS** |
| **Strategic Vision, Leadership and Accountability** | * Contribute to development, refinement and execution of business strategies
* Contribute to the development and implementation of comprehensive business plan for areas of responsibility, in alignment with the organisational business plan
* Contribute to ensuring that the organisation’s culture is informed by its values, and hold the space for organisational reflection and growth, recognising, valuing and embracing the diversity of views, backgrounds and cultures of the organisation, scholars/students, partners and stakeholders
* Support the CEO in driving efforts to impact the sector more broadly
* Undertake regular reporting on performance against stated milestones and goals
* Contribute to keeping the SBF at the forefront of sector locally, monitoring developments and responding to the changes, utilising information for purpose of diagnostics, policy development, advocacy and strategy development
* Continuously recommend improved strategies, policies, operations, systems and processes
* Work collaboratively with colleagues, promoting cross-learning through active sharing of information
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| **Post-secondary Preparation** | * Support the secondary school transition process, in alignment with post-secondary programme, plan and processes, overseeing and undertaking the following:
	+ Facilitate post-secondary to high school mentorship programme
	+ Facilitate high-school scholars access to post-secondary opportunities
	+ Research, document and update the financial opportunities available to students and facilitate and support their understanding of and access to same
	+ Finalise post-secondary bursaries
	+ Finalise post-secondary mentor/tutor selection and stipend contracts
	+ Facilitate workshops around career and entrepreneurial opportunities linking scholars to industry experts
	+ Facilitate vacation placements for scholars
	+ Collaborate closely with Manager High School Programmes and High School Programme Coordinators in ensuring best outcomes for the post-secondary transition
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| **Tertiary programme implementation** | Manage and implement the tertiary support programme, overseeing and undertaking programme delivery* Implement student orientation programme, supporting the smooth transition into the institution
* Research, document and update the available academic and psychosocial support provided to students at institutions and ensure students are all well informed of the on-campus opportunities and support mechanisms (including academic and psychosocial), and how to access same
* Ensure the tracking and monitoring of student academic bi-annual results
* Oversee and ensure the development of intervention plans through bi-annual individual coaching sessions in first year of tertiary studies
* Implement psychosocial support programme, inclusive of personal and self-development workshops, collaborating closely Manager Psychosocial Support to access programme
* Facilitate referrals to appropriate institutional academic and psychosocial support in year one
* Collaborate with the Head Psychosocial on analysing effectiveness of interventions and determining further actions
* Develop and implement a structured mentorship programme for students, both internally and externally
* Actively engage with tertiary institution fees office/bursars and academic support programme
* Oversee and monitor the mentorship/tutor high school programme, managing the contractual obligations of students
* Oversee the early warning system for student’s academic status, ensuring updating of student data-base
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| **Career readiness** | * Support the transition into careers, overseeing and undertaking:
	+ Facilitating workshops around development of CVs, interviewing techniques and entrepreneurial training linking students to industry experts
	+ Facilitate networking with key industry partners to help create placement opportunities for graduates, including internships
	+ Undertake work readiness workshops with industry partners/experts in final year of tertiary studies
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| **Individual student support** | * Oversee the delivery of individual student support, ensuring effective balance between SBF and institutional support
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| **Manage Alumni programme** | * Develop and oversee the alumni programme, facilitating school and tertiary graduates’ give-back programme
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| **Partnerships & stakeholder management** | * Undertake active stakeholder and partner networking and mapping, to expand available funding opportunities, provide mentorship and vacation/intern/job placement opportunities to SBF students and to support job readiness workshops in final year
* Develop partnership framework agreements for approval by CEO
* Oversee and monitor partnerships
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| **Ad hoc support** | * Liaise with Psycho-social Support Unit in relation to student access to internal and external SBF service providers, in year one
* Collaborate closely with Manager Psycho-social support Unit in relation to year one student interventions, ensuring seamless interfaces
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| **Reporting, monitoring & evaluation and knowledge management** | * Undertake all required reporting within the Programme, delivering timeous, accurate and complete reports
* Support the implementation of M&E through implementing system to identify, analyse and disseminate lessons learnt from programme activities
* Ensure the incorporation of evidence-based knowledge into programme design and delivery
* Ensure the accurate and timeous capturing of all data into SBF data collection tool, overseeing and monitoring the work undertaken by the respective team members
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| **Communications** | * Contribute to and support the organisational communication strategy
* Represent the organisation at various external forums
* Contribute content to internal and external communication platforms, providing both programme and scholar related content, complying with POPI in relation to both
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| **Operational planning and management** | * Implement all operational policies, procedures, systems and infrastructure, as directed by the CEO
* Support the reviewing of policies on an annual basis, recommending changes to the CEO as appropriate
* Deliver a high quality service providing for current and future growth
* Deliver efficient and effective day-to-day operational services
* Undertake all administrative/IT responsibilities to support the organisation’s operations in areas of direct responsibility, overseeing staff in same
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| **Financial Sustainability**  | * Develop the budget for the Post-secondary programme, contributing to the development of the overall programme budget, for approval by CEO
* Participate in and undertake cost benefit analysis in relation to programme goals and expenditure against budget
* Approve and monitor expenditure within authority delegated by the CEO and in accordance with the approved budget and financial policies
* Operate within scope of sound financial controls
* Provide the CEO with honest, comprehensive and timely reporting, as required
* Adhere to all legal requirements in relation to the management of the organisation’s finances, supporting regular, thorough audit and reporting mechanisms
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| **Ethics, Compliance & Risk**  | * Ethics
	+ Maintain highest ethical standards, supporting all mechanisms required to ensure this
* Compliance
	+ Comply with all Finance and HR legislation
	+ Comply will all child safeguarding legislation, internally and externally, including but not limited to, both the Children’s Act and Protection of Private Information Act
	+ Adhere to Industry standards
* Risk
	+ Contribute to the development of the organisation’s Risk Plan
	+ Monitor the risk plan in area of responsibility,
		- pro-actively identifying-current and future risks,
		- implementing timeous interventions to mitigate risk and
		- escalating, as required
	+ Report regularly on risk plan, as required
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| **Human Resources** | * Support the recruitment, management and development of high performing staff, who are able to deliver on the organisation’s vision and goals
* Provide leadership and oversight to all direct reports, holding staff accountable to their individual key performance areas and goals
* Train new staff, including direct reports and other staff members, as required
* Adhere to the fair application of HR policies and procedures
* Contribute to a positive, safe and healthy work environment
* Undertake orientation of direct reporting staff when entering the organisation and offer mentoring, training and development as required
* Undertake skills transfer and succession planning
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| **Organisational requirement** | * 10 - 15% of your work will involve undertaking responsibilities outside of your core job description, as per the needs of the organisation
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| **REPORTING STRUCTURE** |
| **THIS POSITION REPORTS TO** | Head of Programmes |
| **THESE POSTS REPORT INTO THIS POSITION** | Post-secondary Programme Coordinators |

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| **APPROVAL** | **DATE** | **SIGNATURE** |
| Employee: MANAGER POST SECONDARY PROGRAMMES |  |  |
| For employer: CEO |  |  |

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| **REQUIREMENTS OF JOB** |
| **Qualifications** | Relevant 3-year qualificationProgramme/project management/education/social science |
| **Experience** | 7 years overall relevant experience, of which at least 3 is in programme/project management or supervisionExperience in tertiary education administration and support would be an advantageExperience as a programme or project manager would be an advantage |
| **Skills and knowledge** | * Project/programme management skills and knowledge
* South African higher 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, race, gender, sexual orientation, ethnic origin, culture and religion
* Multi-lingual (Xhosa and Afrikaans) would be an advantage
* Case management, documentation and reporting skills
* Stakeholder/client/partner management
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| **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
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Interested candidates must send a motivation letter highlighting your suitability to this role and an updated CV to rudayba@maraisbutton.co.za

Contact will only be made with shortlisted candidates.