**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.

**Primary Responsibilities:**

* Demonstrate Strategic Vision, Leadership and Accountability
* Project Management various initiatives in the Post Secondary Programme
* Facilitate Post-secondary student development (Mentoring, coaching and academic support)
* Advising and referring to approriate institutional Academic, Career and Psychosocial support, along with required follow-up.
* Primary accountability for supporting the transition from high school to 1st-year in order to adapt to ‘Life-on-Campus’.
* Support the transition into careers by facilitating workshops and support the development of network of 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
* Reporting, Monitoring and Knowledge Management
* Contribute to and Support the Organisational Communication Strategy
* Operational Planning and Management
* Financial Sustainability
* Maintain and seek to improve Ethics, Compliance and Risk standards

**Minimum Requirements:**

* AA/EE Candidate
* Fluent in Xhosa & English
* Relevant graduate qualification in Education or Post graduate certificate in Education/Psychology.
* Skilled Project manager
* Skilled group facilitator (focus groups, experiential learning, psycho-education)
* 5 years overall experience, with at least 3 years in relevant field.
* Experience as an Educator would be an advantage.
* Content/curriculum and programme development experience is beneficial.
* Relevant experience and knowledge of the South African education system/context.
* Experience in Case management, Database management, documentation and reporting skills

**\*Candidates from previously disadvantaged backgrounds will be given first preference.**

Please send your Motivational letter & CV to: [rudayba@maraisbutton.co.za](mailto:rudayba@maraisbutton.co.za)

**Closing date: 11 June 2021**