

Ndlovu Care Group is a South African NGO based in a rural environment, Elandsdoorn, Limpopo Province which provides comprehensive integrated Health, Child Care, Youth & Community Development services as part of a large scale

Ndlovu Care Group is currently looking for the following motivated candidates for the NCG Centre in Elandsdoorn:

CHILD CARE AND YOUTH DEVELOPMENT PROGRAM COORDINATOR

Overall purpose of the job:-

The Program Coordinator will assist and support the Program Manager in planning, implementing, monitoring, and evaluating of Child Care, Youth and Community Development activities for achieving the goals, outcome and outputs of the projects.

Main area(s) of responsibility:-

The Project Coordinator will work under the supervision of the Child Care, Youth and Community Development Manager, to

- Provide supervision and support to staff at site level to ensure effective and efficient service delivery.
- Conduct daily project activities as stated in the annual implementation plan (i.e. training, mentoring etc.)
- Manage onsite project implementation challenges with support from the Child Care, Youth and Community Development Manager
- Reviews program documents including reports and in consultation with program Manager
- Oversee the monitoring and evaluation of the program to ensure service delivery on targets and work plans
- Conduct daily, weekly and monthly project data collection
- Prepare Program quarterly reviews and reporting according to the results framework
- Assist in developing monthly project implementation plans and reports (both narrative and statistical)
- Be responsible for gathering and ensuring documentation of learnings from the program including dissemination of good practices across the projects
- Liaise internally with other units, and externally with relevant stakeholder to ensure proper coordination and implementation of the program.

Minimum Requirements:-

- A degree in Social Work, Occupational Therapy, Child and Youth Care, Development Studies or equivalent recognised qualification is essential
- Minimum three years' leadership experience in education /training/Child Care (preferably in the NGO or health sectors in SA)
- At least three years' experience in supervising Community Care Workers or managing staff will be an advantage
- Experience in Child Care program design and implementation and advantage
- Experience reporting and action plan development
- Excellent written, communication and admin skills are essential
- Highly organised, enthusiastic and results driven

- Computer literacy, Microsoft (Outlook, Power Point and Excel)
- An unendorsed driver's license is essential and a PDP preferable
- Ability to take initiatives and multitask without supervision

Candidates should submit their application and detailed CV to Mapula Seoka, HR Administrator, by e-mail to recruitment@ndlovu.com.

Please note that if you have not had a response from us within 7 days after the closing date of this advert, you can deem your application as unsuccessful.

Closing date: 11 November 2020