



The Western Cape Government is partnering with Action Volunteers Africa, IkamvaYouth and The Shine Centre to implement an after-school academic enrichment programme for learners in underperforming schools. The Year Beyond (YEBO) programme will be implemented in selected schools with MOD centres.

The aim is to better primary school learners' numeracy and literacy skills and to significantly improve high school learners' academic performance and matric results. The programme will also assist learners to build the skills they need to take their future into their own hands.

Action Volunteers Africa, as the implementing partner, is looking to appoint a Project Coordinator and several interns to assist in rolling out this exciting programme in 20 schools in the Western Cape next year.

The Project Coordinator, reporting to the Project Manager, is needed to assist with the general operations of the Year Beyond programme.

The focus areas of the position are:

- Administration
- Volunteer support and oversight
- Data management and reporting on operations

Applicants for this interesting new position will be graduates with at least two years of solid working experience, preferably in an NGO or educational environment. Experience in managing admin systems, producing excel spread sheets, writing reports and communicating and liaising effectively with a variety of stakeholders is essential. A background in facilitating groups of young people is highly desirable.

We are looking for an energetic and passionate individual who is both resilient and flexible. Candidates must demonstrate a commitment to youth development and be keen to work towards improving education. Good clear verbal and written communication skills are essential and the ability to speak either Afrikaans or Xhosa is desirable. A high level of computer literacy is essential; with proficiency in excel a must. Some financial proficiency will be very helpful.

Interns

The four interns will work in a team and individually to achieve specific tasks outlined by the management team. The interns will be the first port of call for volunteers and will play a critical role in interfacing between volunteers and management.

The focus areas of the positions include:

- Administration
- Volunteer support
- On-site support at schools
- Visibility/Marketing

Interns will ideally be graduates or have some tertiary qualification and be passionate about education and youth development. Good administrative abilities are important and applicants must be able to communicate effectively, both verbally and in writing. The ability to liaise and communicate clearly with different stakeholders is very important. Applicants must be computer literate and the ability to speak either Xhosa or Afrikaans and English is desirable.

For application instructions go to the vacancies page at www.actionappointments.co.za and email your application by Monday 01st December 2014 to jen@avafrica.org.za

