



The FunDza Literacy Trust is a nonprofit organisation dedicated to growing a culture of reading and writing amongst South African youth from low-income communities with limited access to books and reading resources.

Based in Muizenberg, Cape Town, FunDza seeks to appoint a

Programme Manager

Reporting to the Executive Director, the Programme Manager will ensure that FunDza's outreach programmes operate effectively and efficiently and meet or exceed their targets within the required budget. The Programme Manager will also oversee the organisation's four outreach programmes: Popularising Reading, Growing Communities of Readers, Developing Young Writers, and Deepening Reading Practice.

The key responsibilities of this challenging position include:

- Oversee the effective implementation of the outreach programme's processes
- Ensure spending is done according to the programme budgets
- Monitor activities and ensure accurate record-keeping
- Report – internally to trustees and management, and externally to funders – on all activities
- Oversee all M&E initiatives
- Supervise all staff responsible for programme delivery
- Facilitate staff and management meetings when required
- Represent the organisation when required
- Be an integral, creative contributor to the FunDza team

Applicants must meet the following criteria:

- At least 3 years project management experience, preferably in a nonprofit organisation (monitoring and evaluation experience and/or prior experience with reading or literacy or educational projects would be advantageous)
- A tertiary qualification (honours or masters level advantageous)
- Proven organisational experience and ability to work in a team
- Excellent English, written and oral communications skills (the ability to speak/write in SA indigenous languages would be advantageous)
- Excellent attention to detail with the ability to produce analytical reports
- Knowledge of financial reporting and management within a nonprofit context
- Drivers licence, preferably with own transport

Fundza is committed to equity in employment practices and is keen to make an appointment for this position to meet their equity objectives.

View the full job description and application instructions on the Vacancies page at www.actionappointments.co.za and email your application by **Monday 28th September 2015** to lisa@actionappointments.co.za

