

## Program & Training Manager, South Africa

Web link: <http://www.iyfnet.org/node/2807>

### BACKGROUND

The International Youth Foundation (IYF) invests in the extraordinary potential of young people. Founded in 1990, IYF builds and maintains a worldwide community of businesses, governments, and civil society organizations — now spanning 73 countries — committed to empowering youth to be healthy, productive, and engaged citizens. In the past two decades, IYF has supported 472 youth-serving organizations in 134 countries, and has partnered with a wide range of corporate partners and public training systems, reaching more than 16 million young people. IYF programs are catalysts for change that help young people obtain a quality education, gain employability skills, make healthy choices, and improve their communities. To learn more visit [www.iyfnet.org](http://www.iyfnet.org).

In South Africa, IYF partners closely with industry to strengthen employer-led internship, learnership and apprenticeship programs, and works closely with national government departments and public education systems to improve the work readiness of youth graduating from these systems.

To support its South Africa and global strategies, IYF has developed a range of innovative curricula and tools to enhance training programs and systems. This includes our flagship life skills curriculum, *Passport to Success* (PTS), which equips young people with the life skills necessary for success in school and the workplace, and supports teachers to more effectively deliver training to youth from disadvantaged backgrounds. To date, more than 100,000 youth and 3,500 teachers in 31 countries have benefitted from PTS training.

### JOB SUMMARY

IYF is looking for a South African skills development practitioner with a passion for empowering youth, and with significant experiencing designing and managing training initiatives, including internships, learnerships and/or apprenticeship programs for the corporate sector. The successful candidate will have a strong working knowledge of South Africa's skills development policies and institutional frameworks (NSDS III, B-BBEE, etc.). Candidates with successful experience collaborating with government institutions to promote youth skills development, particularly SETAs and/or TVET colleges, are preferred.

The Program & Training Manager will ensure effective management and execution of assigned youth skills development project(s) in South Africa, particularly those projects operated in close partnership with government and industry. The Program & Training Manager will also play a key role in informing overall strategic development and direction of IYF programming in South Africa, and will be an integral member in growing IYF's programming and partnerships in the country. This position will be based in Johannesburg, South Africa and will report directly to the Program Director, Southern Africa. Hiring for this position will be contingent upon IYF securing funding from for this activity; and donor approval of the candidate for this position, if applicable.

## **JOB RESPONSIBILITIES**

### *Program Design & Management*

- Provide program development, management and technical guidance, and ensure work plans are developed, managed, and objectives are met with respect to assigned project(s).
- Monitor budgets, and output/outcome data to ensure successful execution of assigned project(s).
- Design and manage a *Passport to Success* (PTS) Training of Trainers (TOT) and Coaching platform that will meet the needs/demands of IYF's corporate, government and civil society partners, including through managing strategic collaborations with external service provider(s). When necessary, co-facilitate PTS TOTs and provide coaching to newly trained PTS trainers/teachers.
- Inform the design of new corporate and sector-wide skills development initiatives, and when relevant maximize these initiatives' alignment with the B-BBEE Codes of Good Practice, and particularly the new codes related to Skills Development and training of unemployed individuals.
- Stay informed on relevant skills and qualification levels that employers require for new labor market entrants, including technical skills and life skills / work readiness skills. Leverage this information to enhance current and future IYF initiatives in-country.
- Conduct project monitoring through site visits throughout South Africa and report on project activities to IYF's Program Director, Southern Africa. Write high-quality donor reports, which accurately reflect project-specific monitoring and evaluation frameworks and work plans.
- Supervise and provide guidance to project support staff, as assigned.
- Conduct finance/admin duties as necessary to ensure successful management and implementation of assigned project(s).

### *Partnership Development*

- Effectively engage IYF's existing private sector partners, and cultivate new industry partners, both to expand delivery of IYF's strategy in South Africa, and to enhance outcomes for youth participating in existing IYF programming.
- Effectively engage with and expand IYF's collaborations with relevant government agencies and departments active in youth skills development planning and implementation, and ensure IYF's adherence to relevant government protocols.
- Manage procurement and engagement of contractors, service providers, and grantees as needed for successful program implementation.

### *Training Curricula Development & Accreditation*

- Manage use of, as well as any adaptations to IYF curricula and tools (*Passport to Success*, *Effective Teaching*, *Career Guidance Services*, etc.) for assigned project(s), working closely with relevant IYF staff in South Africa and Baltimore.
- Inform and manage the potential accreditation of IYF's curricula in South Africa, and particularly IYF's *Passport to Success* and *Effective Teaching* resources.

## **SUPERVISOR**

Supervised by Program Director, Southern Africa

## **QUALIFICATIONS**

### *Experience & Functional Competencies*

- Bachelor's degree in Education, Human Resources, Organizational Psychology, Commerce, or a related field.
- 5+ years experience designing and managing Skills Development programs in the corporate sector.
- Strong understanding of South Africa's skills development policies and institutional frameworks, including the NSDS III and B-BBEE Codes of Good Practice.
- In-depth knowledge of Sector Education Training Authorities (SETAs), and practical experience designing and managing SETA-funded skills development programs.
- Preference for individuals with skills development experience in economic sectors that employ a high proportion of artisans (i.e. heavy equipment, manufacturing, construction, etc.).
- Preference for individuals with experience implementing successful programs with DHET and/or public TVET colleges.
- Working knowledge of the requirements necessary to have training programs/curricula accredited by SAQA.
- Excellent written and verbal communication skills in English are required. Fluency in indigenous languages strongly preferred.
- Strong computer skills in MS Word, Excel and PowerPoint.

### *Core Competencies*

- Demonstrated commitment to empowering young women and men to access and retain employment, and particularly youth from disadvantaged backgrounds.
- Ability to exercise sound judgment and diplomacy in a multi-stakeholder environment.
- Experience reporting clearly and comprehensively on a complex portfolio of activities. Strong writing skills required.
- Strong interpersonal, communication and analytical skills.
- Must be a self-starter who takes initiative, while also functioning effectively as part of the IYF South Africa and global teams.

## **LOCATION**

Johannesburg, South Africa