



Columba Leadership's aim is to activate the potential of young people to enhance their own life outcomes as well as contribute to positive social change in their schools and communities by offering a values-based leadership academy at schools situated in disadvantaged communities around South Africa.

Based in Free State, Bloemfontein office of Columba Leadership seeks to appoint a

Provincial Manager

The overall purpose of this role is to drive, deliver and manage the expansion of the Columba Leadership Academy in the Free State region and to manage the office.

Key responsibilities will include:

- Identify, propose and review mitigation strategies for threats to impact in region
- Develop a Regional expansion plan and monitor engagements and resource utilization
- Successful planning, scheduling, preparation and monitoring of the functions of school engagement, faculty, administrations and logistics
- Development of organizational strategy, culture, planning and procedures as part of the senior management
- Ensure well-run, conducive work environment and suitably resourced office space aligned to Columba values
- Contribute to organizational culture and efficiency with strong stakeholder relations
- To pro-actively seek and manage relationships with strategic partners, venues, investors, potential investors, selected schools and input into investor presentations
- Ensure pipeline of school partners and facilitation of principal information sessions
- Ensure region has an up-to-date database of support services
- Manage the effective implementation of all M&E plans, tools and feedback inclusive of funder reporting
- Manage notification of success stories to relevant stakeholders
- Manage the HR function from recruitment, performance and exit
- Capacitate and manage local facilitation and school engagement resources
- Manage regional budget: financials and asset management
- Drive logistical preparation for academies for schools in the region

The **Provincial Manager** must be passionate about the mission of Columba Leadership and fulfill the following requirements:

- 3 years experience in general management including managing a team of 6-10 people
- Experience in dealing with customers and suppliers
- Experience in working in, or with schools an advantage
- Academic qualification: Bachelor's Degree

View the full job description and application instructions on the Vacancies page at www.actionappointments.co.za and email your application by **Friday 21st October 2016** to data@actionappointments.co.za

