



Children of the Dawn is a Non-Profit Organisation that provides care and support for orphaned and vulnerable children in rural South Africa.

Children of the Dawn seeks to appoint a **PROGRAMME MANAGER**, based in Edenvale (Johannesburg), starting on the 1st of June.

Responsibilities:

1. Programme Design & Implementation for our 5 Pillars including Minichess
2. Fundraising from individual donors, companies and institutions
3. Represent Children of the Dawn at events
4. Timeous reports to funders as per deadlines
5. Site visits:
 1. Control visits - 16 a year (control visits) to be shared with other staff members
 2. Visits to projects with funders
 3. Ad-hoc participation in community events
6. Writing of annual report
7. Ensuring all regulatory requirements are met
8. Maintaining communications with Director, Council and ground teams
9. Maintain and expand social media presence:
 1. Management of Facebook and Twitter page
 2. Maintenance of website
10. Human resources management with support from dedicated Council Member
 1. Managing staff at head office
 2. Managing Minichess supervisor
 3. Managing caregivers/coordinators
 4. Managing policies and regulations

Qualifications, experience and key competencies required:

- Honours or Master's Degree in Business Administration, Development Studies or related fields
- 3 to 5 years working experience in a similar position
- Motivation to change the life trajectory of the most vulnerable children in South Africa
- Love for rural areas and innovative spirit
- Must be willing to travel within South Africa
- Excellent communication, organisational and reporting skills, team player, trustworthy and responsible
- Self-motivated and capable of taking responsibility and initiative

- Excellent attention to detail
- Able to work under strict deadlines
- Proficiency in Sepedi, Sesotho, Isizulu, IsiSwati, or IsiXhosa is a plus
- Proficiency in French is a plus
- Valid driving licence