



Columba Leadership (columba.org.za) is an NGO that activates youth enterprise and employment by helping young people transcend their personal circumstances and offers meaningful social impact to all investors.

School Engagement Officer

Based: Savoy Estate, Gauteng Province

The School Engagement Officer is responsible for the school based engagements of the programme. The candidate must be able to work as a thinking and support partner to the school stakeholders (principals, educators and learners) and will play a key role in monitoring of progress, evaluating results and reporting. The candidate needs to be a passionate, engaged, confident, assertive person with excellent interpersonal skills and a really solid work ethic.

Key Performance Areas:

- Responsible for conducting Area Research
- Conduct principal information sessions to engage principals
- Enable Youth Engagement in Partner Schools: Facilitate Principal engagement together with the Provincial Manager
- Conduct educator sessions to engage educators
- Conduct learner sessions to engage learners
- Communicate with Principals, Educators and Learners on an ongoing basis
- Stakeholder engagement with the Department of Education, Investors, Government Representatives – at a high level
- Implement Monitoring and Evaluation Plan with support from Monitoring and Evaluation Team
- Prepare and submit reports to Provincial Manager
- Transcribe recorded interviews
- Contribute to provincial reports for investors – identifying and sharing positive stories and lessons learned
- Provide corporate engagement support during school visits
- Activate and mobilise School Clusters: Facilitation of cluster sessions
- Involvement in Youth Connexion events

Minimum Education, Experience and Competencies:

- Must be in possession of a Bachelor of Psychology or a Bachelor of Education Degree or a related Degree
- Coaching/Mentoring Qualification will be an added advantage
- Must have 5 years experience working in schools at a Principal and Educator level
- Must be in possession of a valid Driver's Licence
- Must be proficient in MS Office. Competence in MS Projects advantageous
- Excellent report writing skills essential
- Proficiency in written and verbal English
- Good interpersonal skills, have the ability to take initiative and be a team player as well as the ability to work independently
- Adaptability and ability to work in a fluid environment
- Planning skills
- Administratively strong