

## JOB DESCRIPTION

**POSITION TITLE:** TVET Curriculum Enhancement Manager

**LOCATION:** Johannesburg, South Africa

**SUPERVISOR:** Programme Director

### BACKGROUND

For 30 years, the International Youth Foundation (IYF) has coordinated and sustained actions that harness the talent and potential of the world's young people. At the heart of our efforts is building partnerships, initiatives, and curricula that prepare young people to succeed as citizens and employees.

In South Africa, IYF partners to strengthen education and training systems—including public TVET colleges and employer-led learnerships for unemployed youth—so that they better equip young people to access and expand economic opportunity. We work with national government and TVET leaders to align courses with industry needs; we equip employers to deliver more impactful life skills training within their learnerships; and we create mutually beneficial partnerships between industry and education systems that improve young people's lives while also delivering measurable business benefits.

*IYF's work in South Africa is always exciting, ever-evolving, and informed by the needs of key stakeholders: the Department of Higher Education & Training (DHET), national industry groups, individual employers, and young people.* It is not without challenges, but the payoff is worth it. Our programming is supported by a growing number of government, corporate, and foundation donors, including the U.S. Agency for International Development (USAID), Embassy of Ireland, Michael & Susan Dell Foundation (MSDF), De Beers, and PepsiCo Foundation.

### POSITION SUMMARY & PURPOSE

#### ***BE AT THE FOREFRONT OF A UNIQUE PUBLIC-PRIVATE PARTNERSHIP***

IYF South Africa is preparing to launch an innovative four-year initiative with the National Association of Automotive Component and Allied Manufacturers (NAACAM) that will harness the knowledge and skills imperatives of this vital economic sector—along with IYF curricula enhancement tools—to strengthen the quality of select TVET college courses. Ultimately, IYF wants to demonstrate a model for greater industry involvement in TVET course design and delivery that generates enthusiasm from TVET educators and industry, while also generating positive returns for young people and employers.

**We need a TVET Curriculum Enhancement Manager to oversee the design of content and pedagogic upgrades for select existing qualifications in the public TVET college system.** The Manager will work in-tandem with other IYF project staff (including provincial Programme Managers in Eastern Cape and KwaZulu-Natal), advanced manufacturing skills experts, industry and government representatives, TVET educators, and youth advisors to deliver on the aims of this exciting initiative.

### RESPONSIBILITIES

The TVET Curriculum Enhancement Manager will drive project success in the following ways:

- **Work with employers to identify priority skills gaps:** Utilising industry competency models, engage select employers to identify priority skills gaps in their businesses and amongst new recruits.
- **Lead TVET Course Diagnostic Process:** Work with TVET college partners and advanced manufacturing skills experts to identify areas for improvement in TVET course content and/or delivery, aligned to industry's priority skills gaps/needs.
- **Oversee Design of TVET Course Enhancements:** Lead the design of select TVET course content and/or pedagogic improvements, such as improved lesson plans and teacher training content. Manage consultants that will support this effort, including advanced manufacturing skills experts, gender and social inclusion specialists, and layout/graphic-designers.
- **Manage Content Approval Processes:** Ensure upgraded TVET course content has gone through the requisite approval processes with DHET and/or partner TVET colleges.

- **Oversee Introduction of TVET Course Enhancements:** Working closely with IYF Project Managers, ensure quality introduction of TVET course improvements, including through designing and leading lecturer training workshops and/or identifying and equipping local contractors for this role.
- **Respond to TVET & Industry Priorities:** Cultivate strong working relationships with TVET college leaders and lecturers, and industry partner staff. Ensure the initiative is responsive to their needs and working realities, and generates excitement and commitment from these stakeholders.
- **Adapt Approaches based on Emerging Trends:** Working with initiative staff, continuously map skills trends and policy updates in the TVET sector and automotive components manufacturing industry. Use that knowledge to ensure the initiative adapts to these changes and trends.
- **Other Duties as Assigned** to achieve the objectives of this initiative.

## REQUIRED SKILLS & EXPERIENCE

- 7+ years' curriculum design experience, with expertise in designing course content with active-teaching, student-centred pedagogies for previously disadvantaged communities in South Africa.
- In-depth knowledge of South Africa's National Qualifications Framework (NQF), quality assurance bodies, and related skills development institutions (e.g. SAQA).
- Working knowledge of public TVET college qualifications, subject guidelines, and quality assurance processes and policies strongly preferred.
- Inquisitive and self-motivated learner. *You do **not** need to have prior experience designing course content related to advanced manufacturing. You **do** need to be committed and excited to rapidly learn about skills needs and approaches for this sector and apply that learning to your work.*
- Experience leading collaborative curriculum development processes, with a diverse range of stakeholders. Ability to adjust communication style and collaboration approach as needed.
- Strong MS Office skills a must, with working knowledge of Microsoft OneNote and SharePoint an added advantage.
- Ability to travel domestically (particularly Port Elizabeth and Durban) regularly, sometimes on very short notice, and potentially regionally and internationally with advanced notice.
- Relevant Masters degree (e.g. Education, Social Sciences)
- Driver's license and personal vehicle
- South African citizen or permanent resident

## OTHER HIGHLY VALUED SKILLS

- A polished and resourceful style, with the ability to work both independently and as a team player
- An entrepreneurial approach, where tenacity, taking initiative, executing methodically, and proactively solving problems come naturally
- A balance of confidence, humility, and empathy
- Commitment to IYF's mission

## YOU WOULD LOVE THIS ROLE IF YOU...

- Want to be at the forefront of a new initiative that you can help to shape and grow
- Believe industry and government partnerships are key to unlocking South Africa's talent
- Identify solutions as quickly as you spot challenges
- Thrive in a culture of high-performance and high-integrity
- Would like to work in a global organisation, within its South Africa "innovation hub"
- Like surrounding yourself with really smart, driven, mission-driven people

## TO APPLY

Please send your CV, cover letter, Application, and completed [Action Appointments bio summary form](#) in word format to: [melissa@actionappointments.co.za](mailto:melissa@actionappointments.co.za).

**For your CV**, please include your key achievements in your current and past positions.

**For your cover letter**, applicants to this position have **two options**:

- **Option 1:** Submit a previously developed lesson plan, training guide, or a similar piece of classroom training content that you designed, along with a 1-page summary of your process for designing that material and supporting your client(s) to adopt the materials.

OR

- **Option 2:** Answer the following questions in 1-2 pages:
  - In your experience, what have you found to be the biggest challenges in introducing course enhancements in South Africa's public education system? How has your design and implementation of improved course content evolved to overcome these challenges?

***Only applicants without work restrictions in South Africa should apply.***