

JA South Africa: National Programmes Manager

Opportunity type:

Full-time Employment

Location:

Johannesburg

Junior Achievement South Africa (JA South Africa) is a non-profit organisation that facilitates experiential financial literacy, entrepreneurial and workplace readiness programmes to youth around the country, in both rural and urban environments. Established in 1979, JA South Africa is affiliated to JA Worldwide (www.jaworldwide.org), one of the largest business education organisations in the world, operating in over 120 countries.

JA South Africa seeks to appoint a **National Programmes Manager** to be based in Johannesburg.

Reporting to the Managing Director (MD), the appointed National Programmes Manager will be responsible for planning, organizing and leading programmes across the country. He/she will provide strategic guidance to teams and programme coordinators and agents in ways that promote the company's culture. He/she will also oversee the Training of Trainers as well as programme expansion, development and reporting. The ideal candidate will be an excellent leader and will have experience in managing staff of different disciplines to produce results in a timely manner. He/she will also be able to develop efficient strategies and tactics. The goal is to ensure that all programmes deliver the desirable outcomes to our organisation.

Key responsibilities:

- In conjunction with the MD and the Board of Directors, develop and implement the organisation's strategy;
- Formulate, organise and monitor inter-connected projects
- Decide on suitable programmes, strategies and objectives
- Coordinate cross-project activities
- Lead and evaluate project managers and other staff
- Develop and control deadlines, budgets and activities
- Apply change, risk and resource management
- Assume responsibility for the programme's people and vendors
- Assess programme performance and aim to maximize ROI
- Resolve projects' higher scope issues
- Prepare reports for funders, executive management and the board of directors

Requirements:

- Proven experience as a Programme Manager or other managerial position
- Thorough understanding of project/programme management techniques and methods
- Thorough understanding of the youth development sector
- Excellent knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of project management software (Basecamp, MS Project etc.) is a strong advantage
- Outstanding leadership and organizational skills
- Excellent knowledge of Monitoring & Evaluation is a strong advantage
- Excellent communication skills
- Excellent problem-solving ability
- Post graduate qualification in education, development or similar

For more about the JA South Africa, visit www.jasa.org.za