



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.

Position: Provincial Manager: Eastern Cape

Based: Port Elizabeth, Eastern Cape

Purpose: The overall purpose of this role is to drive, deliver and manage the expansion of Columba Leadership in the Eastern Cape Province. The Provincial Manager is responsible for all new opportunities, operational, financial and human resources aspects of this position.

Reports to: Chief Executive Officer

Key Performance Areas:

- Develop and manage provincial expansion plan
- Provincial planning, monitoring and resourcing of programme activities
- Oversee consistent quality delivery
- Manage provincial monitoring and evaluation activities to ensure data quality
- HR Management
- Management of Provincial Budget
- Facilitate engagements with the Department of Education and Principals
- Funder presentations
- Stakeholder relationship management (Department of Education, schools, venues, partners)
- Promote a values based organisational culture

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
- Management Qualification will be an added advantage
- Must have a minimum of 5 years experience in general management including managing team of 6 – 10 people
- Must be in possession of a valid Driver's Licence
- Able to communicate at all levels – particularly at a senior level with principals, stakeholders, investors and potential investors as well as Government representatives
- Must be proficient in MS Word – Competent in MS Projects advantageous
- Excellent report writing skills essential
- Proficient in written and verbal English
- Good interpersonal skills – ability to ensure that team works as a team – “living” the Columba Leadership values
- Adaptability and ability to work in a fluid environment
- Assertiveness
- Planning skills
- Administratively strong