



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: School Engagement Officer

Based: Gauteng Province

Purpose: The School Engagement Officer is responsible for the school based engagements of the Columba Leadership 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.

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
- 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 Social Sciences Degree
- Coaching/Mentoring Qualification will be an added advantage
- Must have 3 to 5 years experience working in schools at a Principal and Educator level
- Must be in possession of a valid driver's license
- Must be proficient in MS Office
- 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
- Ability to work independently
- Adaptability and ability to work in a fluid environment
- Assertiveness
- Planning skills
- Administratively strong

Protection of Personal Information – Employment candidates

1. Columba Leadership is a Responsible Party in terms of the Protection of Personal Information Act 4 of 2013.
2. Columba Leadership will take all prescribed and reasonable precautions to ensure that your information is safeguarded.
3. By submitting your Curriculum Vitae and a Letter of Motivation in respect of this vacancy you understand and agree that:
 - 3.1 Columba Leadership needs to collect, keep and use your personal information in order to evaluate your application for purposes of potential employment opportunities.
 - 3.2 Columba Leadership will only use the information to carry out the necessary recruitment related activities.
4. You therefore give your consent to Columba Leadership to process your information knowing all of the above, being aware that you can:
 - 4.1 Withdraw this consent at any time
 - 4.2 Have a right to request access to your data at any time, in the prescribed form
 - 4.3 Have a right to request that your data is corrected or updated, in the prescribed form
 - 4.4 Have the right to complain to the information regulator
 - 4.5 The necessary information to assist you in exercising these rights is in Columba Leadership's PAIA Manual, which is available on the Columba Leadership website