

Vacancy

The Role: Columba Leadership is looking to appoint a full-time, experienced and passionate Provincial Manager to lead the Western Cape Team. The successful candidate will be responsible for managing, and growing, the operations in the Western Cape through managing its operational, human and financial resources.

About the Organisation: Columba Leadership, (columba.org.za) is a world-class, purpose-driven non-profit organisation. By helping South Africans transcend their personal circumstances through values-based leadership, Columba Leadership catalyses youth-led change in schools and communities – as well as activating youth enterprise and employment. The resulting impact is unique, meaningful and measurable.

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| Position: | Provincial Manager: Western Cape |
| Position Type: | Permanent |
| Start Date: | ASAP |
| Workplace: | Bellville, Western Cape |
| Reports to: | National Operations Manager |
| Direct reports | Faculty x 2 School Engagement Officers x 2 Provincial Admin and Logistics |
| Qualification | <ul style="list-style-type: none"> • Bachelor of Psychology or a Bachelor of Education or a related degree • Management Qualification will be an added advantage • Coaching/Mentoring and project management Qualification will be an added advantage |
| Experience | <ul style="list-style-type: none"> • Must have a minimum of 5 years' management experience preferably in the development sector • Understanding of the education system advantageous • Proven capability in stakeholder management and relationship building |
| Attributes / Abilities / Characteristics | <ul style="list-style-type: none"> • Provides values based leadership with demonstrated management skills preferably in the NGO sector with a good understanding of the context and the impacts of positive youth development • Strong planning and time management skills • Strong organisational skills • Financially literate • Track record of achieving results in challenging environments • Excellent verbal and written communication skills and comfort in engaging various stakeholder groups including principals, educators and youth, employers, funders and potential investors as well as Government representatives. Excellent report writing skills also essential. |

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| | <ul style="list-style-type: none"> • Purpose-driven with good interpersonal skills, cultural sensitivity and the ability to ensure teamwork and collaboration • Adaptability and ability to work in a fluid environment • Assertiveness and the ability to influence others • Open to feedback • Attention to detail |
| Key Performance Areas | <ul style="list-style-type: none"> • Work with National Operations Manager in developing growth plan for the Province • Provincial planning, monitoring and resourcing of programme activities • Oversee consistent quality delivery and performance manage team • Manage provincial monitoring and evaluation activities to ensure data quality and usage • HR Management • Management of Provincial Budget • Facilitate engagements and build relationships with the Department of Education and Principals • Funder presentations and reporting • Stakeholder relationship management (Department of Education, schools, venues, partners) • Promote a values-based organisational culture • Contribute towards the strategy and implementation plans of the organisation, whilst adopting new approaches programmatically and collaborating with task teams towards the vision of the organisation |

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; and
 - 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