



Vacancy

The Role: Columba Leadership is looking to appoint a seasoned, dynamic, accomplished and passionate Central Operations Hub Manager to lead operations, drive impactful projects and strengthen stakeholder relationships with the Department of Education, partners and funders.

The successful candidate will be responsible for managing and growing operations in the Gauteng Province as well as in Place-Based Areas in other Provinces, as identified by the organisation from time to time. In addition, the candidate will be responsible for managing the organisation's operational, human and financial resources.

The role requires a visionary leader with strong communication skills and the ability to manage complex initiatives.

About the Organisation: Columba Leadership, (Columba.org.za) is a world-class, purpose-driven non-profit organisation committed to the development of ethical leaders through values-based leadership development.

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.

Position:	Central Operations Hub Manager
Position Type:	Permanent
Start Date:	01 November 2025
Workplace:	Central Operations Hub, Parkwood, Johannesburg
Reports to:	National Operations Manager
Direct Reports:	5 – 7 Team Members: School Engagement Officers/Faculty/Admin & Logistics
Qualification:	• Bachelor's Degree in a relevant field such as Social Sciences, Psychology or Education or a related degree • An Honours Degree, Postgraduate Diploma or Master's Degree in a related field will be a significant advantage • Management Qualification will be an added advantage • Coaching/Mentoring Qualification will be an added advantage
Experience:	• Minimum of 7 years' experience preferably in the development sector including that of managing a Team • Understanding of the education system advantageous • Proven capability in stakeholder management and relationship building
Attributes / Abilities / Characteristics:	• Provide values-based leadership with demonstrated management skills with a good understanding of the context and the impact of positive youth development

	• Have a clear understanding of the organisation's activities in allocated provinces as well as in Place-Based Areas • Support the testing of new deliveries including for income-generation activities • Excellent communication skills (written and verbal), at all levels within and outside of the organisation – including at a senior level with principals, stakeholders, partners, funders and potential investors as well as Government representatives • Purpose-driven with good interpersonal skills and the ability to ensure teamwork and collaboration • Adaptability and ability to work in a fluid environment • Assertiveness and the ability to influence others • Strong planning and time management skills with excellent attention to detail • Proficient in MS Office • Ability to work under pressure • Honest, reliable and accountable – models the organisation's values • Takes responsibility for own growth, development and mastery
Driver's License:	Essential
Key Performance Areas:	The Central Operations Hub Manager is responsible for: - Overseeing the day-to-day operations of the Central Operations Hub, optimising processes, managing resources, ensuring quality control, and ensuring that the Central Operations Hub aligns with and supports the achievement of the organisational strategy Duties include but are not limited to: Effective and Impactful Operational Delivery Planning: - Responsible for planning, monitoring and resourcing of programme activities in all regions in which the Central Operations Hub works - Ensure the effective and efficient functioning of the Central Operations Hub - Provide leadership in the implementation of programmes and organisational operations in alignment with the organisation's purpose and strategy Quality Delivery - Oversee and ensure consistent quality delivery in all activities against SOPS within required timeframes, within budget and to the highest quality standards - Troubleshoot timeously to resolve issues in delivery (which can include Excursion Approvals) - Communicate issues of concern and escalate these to the Central Team (Programmes, Operations and MERL) if troubleshooting has not resolved the issue Programmes - Facilitate learning, reflections and feeding back on responsiveness from schools in programme implementation including the core programme as well as adapted deliveries - Ensure sharing across the Central Operations Hub and with the broader Central Team (M&E, Operations and Programmes) by documenting and sharing lessons learned and best practices

Financial Management

- a. Manage the Central Operations Hub Budget ensuring effective, efficient and economic expenditure
- b. Procure services at the best rate
- c. Ensure financial accountability and efficient allocation of resources
- d. Manage on-time submission of payment requisitions to Finance Team
- e. Approve the procurement of Academy resources, office appliances/ resources and transport for Academies
- f. Work with the Finance Team to ensure financial compliance with donor requirements and organisational policies

Monitoring, Evaluation and Reporting

- Use M&E data to ensure quality delivery, decision-making and data quality
- Ensure quality reporting
- Manage the timeous and complete submission of data to M&E
- Ensure the use of appropriate monitoring and evaluation tools to track progress and report on the impact of projects

Stakeholder Relationships and Fundraising

- a. Develop and maintain strategic partnerships and relationships with Department of Education officials, partners, schools, funders and venues
- b. Facilitate PIS, Principal Meetings and SMT sessions
- c. Contract with principals, venues and transport service providers
- d. Ensure careful selection of schools for funder visits and support these where necessary
- e. Support fundraising efforts by providing input into project proposals and donor reports

People and Culture

- a. Build a high-performance values-based organisational culture and ensure all Team Members are aligned to the vision of the organisation, its programme and its policies
- b. Manage Team Members and ensure that they have all the necessary support and to be able to perform at a maximum level
- c. Ensure the Team's professional development through training, mentorship and coaching
- d. Hold weekly one-on-one meetings with Team Members
- e. Ensure that quarterly formal Courageous Leadership Conversations are arranged and do take place
- f. Hold Team Members accountable for excellent service delivery
- g. Run monthly Team Meetings
- h. Ensure timeous resolution of any Team issues

Comms and Marketing

- a. Ensure Team Members share impact stories on Columba platforms such as the Columba WhatsApp Group and Funder WhatsApp Groups (under the guidance of Fund Dev)
- b. Share most significant stories of change

Support and Representation

- a. Support events and represent the organisation from time to time

And any other ad hoc duties as requested by the CEO/National Operations Manager.

Required Skills and Competencies:	Leadership and Team Management: A dynamic and inspirational leader with a track record of motivating team members Strategic Thinking: Ability to conceptualise problems at a strategic level and translate vision into practical solutions Financial Acumen: Strong experience in budget management, financial oversight and donor reporting Communication: Excellent written, verbal and public speaking skills Networking: Proven ability to build and sustain effective relationships and partnerships Analytical and problem-solving: Strong analytical skills to evaluate data, monitor performance and adapt to challenges Adaptability and resilience: Ability to work effectively in a complex and fast-paced environment and to adapt to changing priorities Integrity and ethics: Unshakable personal integrity and a commitment to ethical leadership
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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