



ADVERT:	PROVINCIAL COORDINATOR
OPPORTUNITY TYPE:	EMPLOYMENT, FULL TIME
OPPORTUNITY CLOSING DATE:	30 JULY 2022
OPPORTUNITY SALARY:	MARKET RELATED

General Description

ACTIVATE! Change Drivers was initiated in January 2012, and to date has provided more than 2500 young South Africans with the training to change their lives, and the world they inhabit. The organisation is present across all nine provinces from cities, rural areas, education levels, in diverse religious and sexual orientations and identities.

ACTIVATE! Seeks to appoint a Coordinator to be based in Johannesburg. The Coordinator will be responsible for implementing the Mobilising and Capacity Building activities aligned to the 2022 Strategy. The coordinator will also be responsible for working closely with Activators in 2 provinces.

Job Location

Primary: Johannesburg based

Reporting to

Policy, Mobilising and Capacity Building Manager

KEY PERFORMANCE INDICATORS

- Define, execute and report on the national rollout on mobilising and capacity-building activities
- Maintain an updated database of Activators in the assigned province outlining key skills needs and identifying challenges on a monthly basis.
- Manage stakeholder relations pertaining to network and organisational initiatives with the primary focus at the community level as well as maintain a database thereof.
- Assist with strategic brand positioning at the community level.
- Produce a quarterly publication that provides an update of the mobilising and capacity-building activities
- Coordination of provincial Imbizo in 2 Provinces
- Coordination of quarterly capacity-building workshops
- Support all the campaigns and events under Network Support
- Identifying Activators to work with across provinces.
- Partnership and Stakeholder Engagement.
- Assisting in coordinating internal partnership events and ensuring adherence thereto.
- Attend partner events on behalf of ACTIVATE!
- Input to the Capacity Building Manager to produce content for reports for funders, the board, and the organization.

Other activities that are necessary

- Submit Budget plans prior events
- Submit financial reconciliation after each event
- Adhere to Network Support budget line items in conjunction with Capacity Building Manager
- Ensure quality is maintained by adhering to systems and quality management data capturing requirements.
- Adhere to partnership policies.
- Adherence to Quality management systems and frameworks as well as giving input when required
- The function will require traveling on a moderate scale
- Ensure that assets are kept in good condition at all times and that faults are reported immediately to the Line Manager
- Report any lost assets to the police and submit the case number to the line Manager

Requirements

- Tertiary qualification
- More than 2 years' experience of working with young people within the youth development space
- Has experience in Project coordination experience as well as capacity-building.
- Excellent organisational skills
- Able to engage constructively with the team and organizational staff
- Highly motivated, proactive, and willing to work with minimum supervision

TO APPLY: Submit a CV and Motivation letter (1 page) to: hr@activateleadership.co.za

By submitting your application, you waive any and all use of your personal information for the prospective employer to utilize. If you do not receive a response within a week, please note your application was unsuccessful and your information will be removed from our records. **Closing date: 30th July 2022**