

PROGRAMMES MANAGER VACANCY IN DELFT, CAPE TOWN

HOPE Cape Town seeks a passionate leader who believes in the transformative power of proximate community leadership. We believe the best ideas emerge when diverse voices come together. This role offers the chance to nurture authentic partnerships, foster locally-led development, and create sustainable change from within the communities we serve.

You will be at the heart of our mission, to improve the quality of life for children, youth and families affected by HIV, social challenges, and related conditions, and assist them to reach their full potential.

We are seeking someone who has more than five years of relevant experience in the social impact sector with proven programme management and implementation experience and -

- Brings deep understanding of the South African, particularly Western Cape context;
- Excels at relationship management, facilitation, and strategic thinking;
- Is driven by service to communities;
- Experience with NGOs, CBOs and philanthropic organisations;
- Thrives in fast-paced, collaborative environments;
- Proven track record implementing programmes that create meaningful change;
- Experience in leadership development and capacity building;
- Demonstrated experience throughout the programme management lifecycle including development, implementation, course correction, reporting, and financial and human resources management.
- Has a track record of maintaining and growing critical partnerships throughout programme cycles.

Responsibilities:

- Develop, implement, and oversee various programs
- Monitor strategic plans, objectives, and operational activities
- Manage budgets and assist with financial reporting
- Prepare and submit program reports to the CEO.
- Monitor, evaluate, and report on program performance and impact
- Lead, supervise, and motivate program staff and consultants
- Connect HOPE Cape Town's outstanding projects with funders and strategic partners;
- Build thriving communities through peer connection and strategic events and activities;
- Work with collaborative team members based in South Africa, Europe and USA

Skills required:

- A qualification in business administration, project management, or related field
- Proficiency in project management software and Microsoft Office suite.
- Financial acumen and budget management skills.
- Exceptional communication skills in English (written and verbal)
- Highly motivated team player who thrives on nurturing others' success while working independently

Interested candidates must send a motivation letter highlighting your suitability to the role and your updated CV with contact details of three work-related referees to **MaraisButton & Associates**.

Email: annelie@maraisbutton.co.za

For more information about HOPE: <https://hopecapetown.org/>

Contact will only be made with shortlisted candidates.

Closing date: 08 August

- Passion for developing communities with a genuine belief in grassroots driven leadership to transform communities;
- Excel at multitasking while maintaining excellence and flexibility with discipline;
- Driven by service to the organization's leadership, team members and communities, operating collaboratively and guided by our values of Focus, Innovation and Transparency;
- Strong relationship management with funders, partners and collaborators;
- Strategic thinking and analytical abilities;
- Excellent facilitation and presentation skills;
- Ability to prioritise and manage multiple projects and tasks concurrently
- Attention to detail;
- Cross-cultural leadership capabilities;
- Proactive and self-motivated approach.

Please note that this role requires high energy and adaptability. You will be expected to manage multiple priorities in a fast-paced environment and deliver excellence under tight timelines.

Closing date: 21/07/25