



Students For A Better Future

Andreas & Susan Struengmann Foundation

🌐 studentsforabetterfuture.co.za ✉ info@studentsforabetterfuture.co.za

Embrace Your Potential

PROGRAMME ADMINISTRATOR – Cape Town

Andreas & Susan Struengmann Foundation – Students for a Better Future(SBF)

About Us:

Students for A Better Future is a Scholarship Foundation offering Scholarships based on academic ability and financial need, to some of Cape Town's most prestigious High Schools, The vision is to develop well-rounded, goal-oriented individuals who will contribute positively to the future of South Africa and become citizens of the world.

Main Purpose of the Job:

The Programme Administrator is responsible for providing the administrative service across all programmes and supporting the Operations Manager in all related functions

Key Performance Areas

Leadership & Accountability

- Implement the business plan for areas of responsibility, in alignment with the organisation's business plan
- Uphold the values, embracing the diversity of views, backgrounds and cultures of the colleagues
- Undertake regular reporting on performance against stated milestones and goals
- Contribute to ensuring that the organisation's culture is informed by its values, and hold the space for organisational reflection and growth, recognising, valuing and embracing the diversity of views, backgrounds and cultures of the organisation, scholars/students, partners and stakeholders
- Undertake regular reporting on performance against stated milestones and goals
- Recommend improved strategies, policies, operations, systems and processes
- Work collaboratively with colleagues, promoting cross learning through active sharing of information

Recruitment

With guidance from the Recruitment Lead, undertake all administration related to the application process including:

- Processing all applications, collecting and collating candidate familial, academic and financial documentation
- Assist with the verification of candidate information
- Communication to applicant families and the public.
- Capturing of applicant data in the correct manner into the necessary documents
- Maintaining and updating applicant records on the database
- Supporting Events & Marketing Lead with administrative duties relating to recruitment process
- Completing tasks timeously and with great attention to detail
- Any other reasonable request within the recruitment department.

Preparatory programme

With guidance from the Lead, undertake all administration related to the application process for SBF & DHSS scholarships, including:

- Prep Scholar device management support as and when required
- Updating of Database

High School Programme

With guidance from the High School Programme Manager, undertake all administrative support relation to the High School Programme.

- Maintaining, updating and managing relevant data

- Capturing, uploading and auditing of Termly academic reports
- Updating trackers to advise High school team about outstanding reports
- Scholar device management i.e. troubleshooting, repairs and replacements
- Assisting with procurement of boarder packs

SASLI (Susan and Andreas Struengmann Leadership Academy)

With guidance from SASLI Team Programme Administrator undertake all administration related to the SASLI programme
 Capturing, uploading and auditing of academic reports

- Maintaining, updating and managing relevant data
- Updating trackers to advise SASLI team about outstanding reports

Monitoring & Evaluation

With guidance from the Monitoring and Evaluation Lead administration related to the M&E process, including:

- Undertake data capturing across all programmes ensuring all data is submitted and captured completely, timeously and accurately

REQUIREMENTS OF JOB

Qualifications

- Matric
- A tertiary diploma in office administration or equivalent is desired.

Experience

- Minimum of 3 years administrative experience

Skills and knowledge

- Demonstrated administration, planning and organisational skills as well as attention to detail
- competency in Microsoft Word, Excel, and Outlook; Google Suite
- good written and spoken English, preferably with a working knowledge of isiXhosa or Afrikaans
- proven ability to accurately and effectively utilize office technology and to demonstrate practical knowledge of information management, e-mail management and privacy protection issues

Attributes

- The capacity to build good relationships with a wide cross section of professionals, students, parents,
- The ability to anticipate and identify potential problems and recommend practical solutions,
- A high degree of professionalism and self-confidence,
- Flexibility, the ability to meet tight deadlines and the ability to prioritise
- Friendly and positive disposition, with professional demeanour and the ability to work effectively and collaboratively as part of a cohesive and supportive team.
- Trustworthy and reliable, with the ability to handle confidential information discreetly.
- The ability to work in a variety of settings with culturally diverse families and communities with the ability to be culturally sensitive and appropriate
- Highly organised, self-reliant, good problem-solving, results-oriented, multi-tasker with good management skills and judgment.
- Personal willingness and ability to work in, and adapt to change.

Suitable candidates are invited to send a motivation letter highlighting suitability to the role, a CV in Word format and contact details of three work related referees to rudayba@maraisbuffon.co.za

Contact will only be made with shortlisted candidates.

Closing date: Sunday 24th March 2024