



Students For A Better Future

Andreas & Susan Struengmann Foundation

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Embrace Your Potential

PROJECT LEAD: RECRUITMENT PROGRAMME - CAPE TOWN

12 MONTH FIXED TERM CONTRACT

SBF is a prestigious scholarship programme, curated by a specialist team that is redefining what a scholarship means. We support young people on a journey that starts in Grade 6 and ends with their first job.

We believe that breaking the chain of poverty begins with one child. And that if given access to quality education with psychological, social, and academic support, as well as personal life skills development, we can change the future.

We are seeking a highly motivated and experienced practitioner to lead our scholar Recruitment programme. The successful candidate will be responsible for leading & implementing the recruitment programme and supporting the preparatory programme. This will involve the expansion and management of the current feeder school network and NGO partnerships, the overseeing of the recruitment campaign, managing the logistics and external specialist partners who support the application and assessment processes and supporting the selection and placement process for successful applicants.

The ideal candidate will have strong project management skills and proven collaborative competency. They will also have a deep belief in the vast potential of all children's potential to succeed.

Responsibilities:

- Project manage the annual recruitment programme from inception through to selection of successful candidates
- Support, in collaboration with colleagues, the development and review of SBF Recruitment strategy and programme
- Support the marketing of SBF's scholarship programme, expanding the network of feeder schools and NGO partners, developing and updating communication material and facilitating feeder school communications
- Coordinate tertiary and alumni volunteers, undertaking, training to support school outreach and information process
- Collaborate with and support the High School Programme in the school matching & placement process
- Collaborate with and support the High School Programme in the implementation of the scholar preparatory programme
- Undertake all responsibilities regarding the systematic collection, collation, and analysis of programme data and the accurate and timeous capturing of all data into respective data collection tools
- Undertake logistics and administration for Preparatory programme
- Prepare quantitative and qualitative reports, as required, to internal and external stakeholders

- Develop, nurture, and manage partnerships within the scope of responsibility
- Promote learning through active information sharing, knowledge development, and the incorporation of evidence-based organizational knowledge into high-quality Wellness programme implementation.

Requirements:

- Relevant professional degree coupled with Project Management qualification
- At least 5 years of overall relevant experience, with at least 3 years managing projects
- Proven Project/programme management experience and knowledge
- Stakeholder/client/partner management experience would be an advantage
- Experience in working with young people would be an advantage
- Strong understanding of the South African educational would be an advantage
- Understanding the complexity of diversity and discrimination across all factors
- Multi-lingual (Xhosa and Afrikaans) would be an advantage.

Attributes

- Team player/collaborative
- Critical thinking
- Excellent problem-solving skills and ability to remain proactive
- Resilient, adaptable & agile in a fast-changing environment
- Attention to detail
- Excellent written and verbal communication skills
- Highly motivated and committed to excellence.

SBF is an equal opportunity employer. They celebrate diversity and are committed to creating an inclusive environment for all employees.

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

Email: rudayba@maraisbutton.co.za

Contact will only be made with shortlisted candidates.

Closing date: Sunday 17th March 2024