

**Job Title: Programmes Manager**

Reporting to: CEO

Location: Cape Town [hybrid] 3 days In office

Working hours: Fulltime

The **Programmes Manager** is responsible for the end-to-end fulfilment and management of the three programmatic areas in Cape Town and Zwide which is at the core of the Kolisi Foundations mission. This role is responsible for planning, developing, implementing and execution of our core programmes and associated projects. This is done according to the set strategic plans and budgets as well as preparing the narrative and financial reports on all programmes for stakeholders with support from respective team members. The Programmes manager is the Foundations official Child Protection Officer.

**Key Responsibilities**

1. Programmes development
  - Develop and implement programmes in accordance with the Foundations strategic objectives
  - Implement and maintain internal project management systems and policies to ensure efficient and effective achievement of projects and events.
  - Create and maintain project plans, budgets, and timelines for all programmes
2. Relationship management
  - Lead cross-functional teams to ensure successful programme delivery
  - Supervise all staff, volunteers and contract workers associated with the delivery of programmes
  - Create and maintain systems for holistic care and support of programme coordinators, interns and volunteers including trauma training, trauma debriefing, counselling and professional supervision as needed.
  - Develop and maintain relationships with key stakeholders, including implementing partners, community leaders and collaborators
  - Ensure thorough vetting of partner organizations and grantees, ensuring all risks are mitigated and managed
3. Programme monitoring and reporting
  - Manage and track programme risks and issues, ensuring timely resolutions
  - Communicate programme status updates with all staff and stakeholders
  - Monitor programme outcomes and provide regular reports on progress and impact
  - Identify opportunities for programme improvement and make recommendations to respective team members and CEO
  - Respond to and report any abuse of children in the programmes as per the KF Child protection policy

**Key Performance Indicators**

- Successful delivery of programmes within budgets and timeline constraints
- High stakeholder satisfaction with programme outcomes and communication
- Effective management of programme risks and issues
- Clear and concise reporting on programme progress and impact (MEL)
- Successful development and maintenance of relationships with key stakeholders
- Consistent identification of opportunities for programme improvement and implementation of recommendations

- Adequate handling of any child protection issues

#### **Role requirements**

- SAQA recognised qualification in business/public administration or similar relevant field
- At least 5 years of experience in programme management or related field
- Strong leadership skills, with the ability to lead and motivate cross-functional teams
- Excellent communication and interpersonal skills
- Ability to manage multiple projects simultaneously
- Strong analytical and problem-solving skills
- Experience with project management software tools
- Proven track record of delivering successful projects
- Proficiency in Microsoft office and other software
- Ability to work independently and as part of a team
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Capacity and availability to travel nationally
- Evidenced clear criminal record

If you are interested to apply for this role, please send me a motivation letter highlighting your suitability to the role and an updated CV with contact details of three work-related referees to **MaraisButton & Associates**.  
Email: [annelie@maraisbutton.co.za](mailto:annelie@maraisbutton.co.za)

Contact will only be made with shortlisted candidates.

**Closing date is 05 May.**