

Job Advert: Education Co-ordinator

1. About the Position

Job Title:	Education Co-ordinator
Location:	Zithulele Village, Mqanduli, Eastern Cape, 5080
Job Type:	1 year contract, with possibility for extension subject to funding
Start Date:	1 st September 2012, or earlier if possible
Remuneration:	This position will pay a small salary (although not industry benchmarked) and accommodation will be provided.
Summary:	The Foundation is looking for a highly motivated Education Co-ordinator, preferably with Early Childhood Development (ECD) experience, to oversee and expand the Foundation's education programmes which currently include the Zithulele Pre-school, Library, and ECD in the Home.

2. Key Responsibilities

- Manage the day-to-day running of the various education programmes
- Support and mentor the programme staff
- Expand the programmes as opportunities and funding allow
- Work with and support local schools
- Collaborate with other local NGO's
- Support the ECD Level 5 Training programme (run by SETA)
- Advocacy

3. Essential Requirements

- Strong verbal and written English (isiXhosa desirable)
- Teaching qualification or relevant experience within Education (ECD experience desirable)
- Good management skills and ability to mentor others
- Ability to plan at a strategic and operational level
- Strong personal and work ethics, with an ability to maintain confidentiality
- Self-motivated and able to work under own initiative
- Driving licence

4. How to Apply

- If you are interested in this position please refer to the detailed job description and email your CV to John Young (General Manager) at john@jabulanifoundation.org
- For more information about Jabulani please go to www.jabulanifoudantion.org