



PRESCHOOLS MANAGER VACANCY

Jabulani Rural Health Foundation

Zithulele Village, lying nestled in the hills of one of the poorest parts of the rural Eastern Cape and still suffering from the neglect it experienced as one of Apartheids homelands, was the birthplace for the Jabulani Rural Health Foundation. Jabulani aims to bring hope and positive change to the community around Zithulele Hospital by supporting the hospital and partnering with the community in its development and growth. Why? Because we believe that all people have value and potential within and that humanity is at its best when we are helping one another, working together towards a transformed society. To reach our vision we focus on healthcare, education, the environment, and community upliftment.

Overview of Position

Our two preschools are crucial for assisting children and their caregivers to set solid educational foundations, in order for learners to combat the low quality of education that is prevalent in the area. One of our preschools follows the Montessori method and the teachers are trained Montessori teaching assistants, while our second school follows a more traditional early childhood development model. Our preschools complement the educational activities being undertaken by other NGOs in the area. This is likely to be a part time position with remuneration depending on qualifications and experience. There may be opportunities to be involved in the work of the other NGOs in Zithulele Village, depending on qualifications and experience.

Roles and Responsibilities

- Oversee the day-to-day management of the two preschools and assist teachers with the administration of running the ECD Centres (e.g. registration of learners and reconciling school fees received, following up outstanding fees etc.).
- Oversee monitoring and evaluation
- Manage school budgets
- Compile funders reports and applications with the assistance of the Operations Manager
- Provide training, support and on-site mentoring to the teachers
- Assist the teachers with curriculum planning for activities and the implementation of Montessori activities
- Oversee procurement of resources for the two schools
- Strategic planning for improving the functioning of the schools, including liaising with potential partners and/or funders.
- Organise training opportunities with external trainers when needed.
- Support the teachers in liaising with various stakeholders (e.g. landlord, Department of Social Development, Lunchbox feeding programme etc.).
- Collaborate with other local NGOs
- Advocate for Jabulani and the importance of Early Childhood Education opportunities

Requirements for the role

- Willingness to commit to living and working in a remote, rural settings
- BEd Foundation phase qualification is essential

- Montessori certificate/diploma would be advantageous
- Passionate about improving education outcomes in South Africa
- Experience in planning, coordinating and evaluating activities, projects and informal educational programmes within the private, public or NGO sector
- Ability to work constructively within a small team
- Excellent written and spoken English communication skills
- Ability to speak isiXhosa would be advantageous
- Valid driving licence
- A recent police clearance certificate
- Fully computer literate with MS Office, internet and email
- Self-motivated and able to work under own initiative, proactive and flexible
- Ability to network effectively and liaise with multiple partners and stakeholders
- Strong facilitation and training skills, with experience working with groups of teachers
- Strong interpersonal skills with good cultural sensitivity

How to apply

Each application should include:

1. A CV: maximum 3 pages - please also include 2 contactable, work-related references
2. A letter of motivation: maximum 1 page - that specifies why you are applying, your suitability for the position, as well as why you are interested in working for Jabulani.

Applications must be sent to info@jabulanifoundation.org

Subject Line of email should state: Name Surname Preschools Manager application

Closing date: Wednesday 24 November 2021