



Association incorporated in terms of the Non-profit Organisation Act 71,
1997 Registration number: 056-534-NPO.

www.entokozweniresourcecentremiag.org

Entokozweni Resource Centre-MIAG

Position: Youth Development Centre Manager

Fixed Term Contract (12 months)

Entokozweni Resource Centre Miag is a non-profit-organisation situated in the City of Tshwane rendering critical social services through a multi-faceted services approach that aims to alleviate poverty and develop society in line with the objectives of the Government of the day. The Youth Development Centre (EYDC) renders the following services: Advice and referrals, Social programme, Skills Development programme, and finally, but not limited to these, Entrepreneurial programme. The YDC tackles socio-economic issues rooted in the community such as substance abuse, crime, and unemployment. We strive to address these challenges which are a result of the many youth in Mamelodi who dropped out of school and result in being affected by serious financial constraints or total lack thereof in their families. The youth development programme uses a development centre model which is a Multi-Purpose centre that delivers services in a multi-faceted approach, taking into cognisance the multi-dimensional nature of poverty. ERC-Miag is inviting suitable candidates to apply for a position of Entokozweni Resource Centre-Miag: Youth Development Centre Manager.

Post X 1

Purpose:

The Youth Development Centre Manager is responsible for developing, implementing, and evaluating programmes for youth in the community. The YDC Manager reports to the Entokozweni Resource Centre-Miag Programme Manager and is responsible for administering and delivering programmes for youth in the community. The Manager will consult with youth and organisations that represent youth to determine their needs and develop programmes in response to those needs.

Key duties/responsibilities

1. Research and develop programs for youth

Main Activities

- Assess the programme requirements of youth in the community.
- Communicate with youth to determine their needs and interests

- Communicate with organisations that represent youth to determine needs and interests of youth.
- Research funding sources and project requirements
- Access funding and prepare funding proposals.
- Ensure a variety of sport, recreation, cultural and other programs are planned and implemented.
- Ensure programme information is available.
- Develop youth organisations.
- Encourage existing organisations to include youth.
- Evaluate the effectiveness of programmes.
- Identify areas where new programmes are needed.

2. Plan and implement activities for youth

Main Activities

- Schedule activities, facilities and volunteers as required.
- Supervise and lead activities for youth.
- Recruit, train and oversee volunteers.
- Encourage local youth to participate in regional and territorial programmes.
- Monitor the use of equipment and facilities.

3. Promote youth programs

Main Activities

- Ensure that youth and youth organisations are aware of available activities.
- Coordinate a community relations campaign to promote youth programmes.
- Arrange for advertising of youth programmes.
- Maintain contacts with local, regional, and territorial organisations for youth.
- Monitor the use of equipment and facilities.

4. Administer youth programs

Main Activities

- Prepare a plan for youth activities.
- Prepare the youth programme budget.
- Prepare financial and programme reports.
- Record information on and prepare reports concerning youth programmes, costs, numbers of participants and equipment and facility use.
- Provide monthly and yearly reports about youth programmes and economic opportunities.
- Ensure that all programmes and activities are implemented according to relevant legislation, policies, and procedures.
- Meet deadlines and target as set per annum.

Reporting

- Report to the Programme Manager of Entokozweni Resource Centre-Miag

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The candidate must have proficient knowledge in the following areas:

- ✓ the legislation, regulations, policies and procedures for program development and implementation.
- ✓ the legislation, regulations, policies, and procedures for involving youth in community programmes.
- ✓ organisational administration
- ✓ an understanding of the northern economic, cultural, and political environment.

Skills

The candidate must demonstrate the following skills:

- ✓ ability to administer youth programmes.
- ✓ team building skills.
- ✓ analytical and problem-solving skills.
- ✓ decision making skills.
- ✓ effective verbal, presentation and listening communications skills
- ✓ effective negotiation and mediation skills.
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics, and website development programs at a highly proficient level.
- ✓ stress management skills.
- ✓ time management skills.

WORKING CONDITIONS

The unavoidable, externally imposed conditions under which the work must be performed, and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

PHYSICAL DEMANDS

The Youth Manager may deliver programmes in a variety of locations and may have to transport, lift, and carry equipment and supplies. The Youth Manager will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain, and may also be involved in several high energy activities.

Environmental Conditions

The Youth Manager may have to manage a number of projects at one time and may be interrupted frequently to meet the needs of youth and organisations. The Youth Manager may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Mental Demands

The Youth Manager deals with youth, who can, from time to time, be demanding and challenging. The Youth Coordinator must remain patient and committed to the activities and may have to engage in conflict resolution or crisis management at times.

Minimum Qualifications:

A combination of real-life experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Successful completion of Criminal History Background check is required.

Knowledge of:

- Multicultural awareness and experience.
- Multi-dimensional nature of poverty.
- Strategic leadership, excellent communication skills (both written and oral).
- Current knowledge of food safety requirements, basic understanding of inventory management and knowledge of food safety protocols and laws.
- Experience managing data and using computer accounting and office software
- Non-profit Organisation experience, knowledgeable about issues related to hunger and poverty is an advantage.
- Project and budget management.
- Volunteer management practices.
- Community resources available to clients.

Ability To:

- Understand individuals who have experienced poverty or food insecurity.
- Demonstrate interest and commitment to supporting equity and inclusion for members of historically marginalised groups including racial and ethnic minorities and people with disabilities.
- Establish and maintain effective working relationships with staff and leadership to assure a high degree of mutual accountability.
- Make decisions that ensure the Youth Development Centre functions efficiently and safely.
- Show empathy towards all clients serviced by the Development Centre.
- Ask questions to understand the merits of different approaches and shift strategies in response to demands of a situation.
- Work independently and collaboratively with a positive attitude.

EXPERIENCE:

5 – 7 years of experience in program management, social services, customer service sector, or relevant field. Experience in working in a non-profit organisation is desired.

EDUCATION AND TRAINING:

Bachelor's Degree or Equivalent 360 credits qualification, 3 years' experience/ knowledge in social responsibility in a non-profit organisation, or

Matric plus five years' work experience in social responsibility in a non-profit organisation environment or equal combination of experience and education.

LICENSES AND CERTIFICATIONS:

Valid Driver's license

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required

of employees assigned to this job. As an adaptive organisation, responsibilities can and will change in alignment with greater efficiencies and mission metrics.

COMPENSATION: Entokozweni Resource Centre-Miag offers a salary as per the Service Level Agreement between Entokozweni and the Gauteng Department of Social Development.

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION:

Entokozweni Resource Centre-Miag is committed to equal opportunity for all employees and applicants. ERC-MIAG does not discriminate with regards to hiring, assignment, promotion, or other conditions of staff employment as a result of race, colour, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, veteran status, disability, genetic information or any other status protected under the law.

In accordance with the Disabilities Act, upon request, reasonable access may be made to enable qualified individuals with disabilities to perform the essential functions of the positions.

Assumption of duty : 01 JUNE 2021

Salary : Remuneration is commensurate with the seniority of the of the position

Closing Date : 28 May 2020

Enquiries : Mr. Mongezi Thabethe (Programme Manager)
Email: info@entokozweniresourcecentremiag.org

Candidates should hand deliver their applications to: Entokozweni Resource Centre-Miag 35416 300 Matlhare Street, Mamelodi East, P.O Rethabile 0122.

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- All educational qualifications;
- Identity document; and

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the website (www.entokozweniresourcecentremiag.org.za)

Late, incomplete and incorrect applications will not be considered.

Closing Date for applications: 27 May 2021 at 12:00 midday.