

# INTERNAL/EXTERNAL ADVERTISEMENT

## Y-Centre Manager- 10 months Fixed-term contract

### Siyathemba Youth Centre- Northern Cape

The New loveLife Trust is an NGO that campaigns with nationwide community level outreach and supports programmes that promote healthy, HIV-free living among South African teens. loveLife has reached unprecedented scale in implementing cutting-edge comprehensive and combined social behaviour change programming face-to-face with adolescents.

The New loveLife Trust is looking to recruit a person to provide leadership and Management of loveLife Programmes at community level. Responsible for the planning, organisation, management and monitoring of youth centre programmes, services and outreach activities as well as training, supporting and mentoring loveLife programme implementers at the Youth Centre. The successful applicant would be required to fulfil the following primary functions in a professional manner and with technical excellence:

- General\_Management\_Input on priorities that will inform the Provincial strategy
- Provide monthly and quarterly reports for Funder reporting
- Brand Management
- Programme Implementation\_Manage and coordinate programme targets
- Assist with the formulation and attainment of annual programme targets
- Manage loveLife programmes and programmatic activities at the Y Centre
- Ensure loveLife programme resources are available for programme implementation
- Manage all loveLife programme facilities at the youth centre
- Development of annual, monthly, weekly and daily programmes, services and activities schedules for the Y Centre
- Manage gB work-plans and monitor implementation of Y Centre gB programmes
- Ensure quality implementation of the loveLife programmes, services and outreach at the loveLife Y Centre
- Human Resource Supervision\_Coordinate groundBREAKER and Mpintshi recruitment at the Y Centre
- Provide on-site personal development training to loveLife groundBREAKERS and Mpintshis at the youth centre
- Oversee the development of monthly work-plans for all personnel
- Conduct performance reviews with groundBREAKERS
- Conduct weekly meetings with the groundBREAKERS and Mpintshis
- Supervise the general assistant, gardener and security officer (where applicable) at the youth centre
- Keep a register of staff attendance at the youth centre
- Training & Development\_Identify groundBREAKER and Mpintshis training needs and conduct or plan training accordingly
- Ensure core training intended for groundBREAKERS and Mpintshis are conducted accordingly and within the specified time frames
- Collate training reports
- Oversee logistics for all training related to the youth centre
- Community Mobilisation- Market loveLife programmes and youth centre activities to schools and the community
- Market loveLife programmes to vulnerable children and disenfranchised youth in the community
- Solicit business and academic institution support for youth opportunities in the community
- Work with local community, youth agencies and faith based organisations to establish relationships
- Train community organisations on HIV/AIDS Prevention
- Monitoring & Evaluation- Collect monthly monitoring data for loveLife Y Centre head counts
- Collate, quality check and submit monitoring data to the provincial office by the 21<sup>st</sup> of every month.
- Keep statistical information of youth traffic in and out of Y Centre (Headcounts)
- Screen and quality check loveLife monitoring data before submitting to the national office
- Logistics and Maintenance Coordination
- Report all malfunctioning equipment and ensure that maintenance of Y Centre equipment is carried out
- Manage Y Centre assets and provide a monthly asset register
- Maintain log sheet for the use of Y Centre vehicles
- Admin & Logistics Management - Identify resources needed to enable gBs and mpintshis to implement programme efficiently
- Ensure management and accountability for funds dispersed
- Manage the financials for the Y Centre e.g. petty cash, requisitions, retail sheets etc.
- Coordinate all administration activities at the youth centre including the safety

Suitable candidates will need to satisfy the following requirements:

- Tertiary qualification linked to programme management, education, policy, business administration. Facilitation skills qualification is recommended.
- 3 years related experience
- Project Management Skills, Facilitation and presentation skills
- Customer Services
- Computer literacy
- Local language proficiency
- Strong decision making/Problem solving
- Ability to interact with people at all levels
- Drivers licence is compulsory

**Total remuneration package: R 15 000. 00 per month**

**Please forward a summarised CV (no certificates) via e-mail to: [labrahams@lovelife.org.za](mailto:labrahams@lovelife.org.za) to reach loveLife Offices no later than **11 April 2018**. You can also drop your CV at the Y-Centre**

#### **Please note that:**

- 1. The New loveLife Trust reserves the right to amend and/or withdraw adverts at any time without notification.**
- 2. If you do not receive any feedback on your application within six weeks from the closing date, please consider your application unsuccessful.**
- 3. PLEASE INDICATE THE POSITION YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL.**

