



INTERNAL VACANCY!

PROGRAMME MANAGER

Remuneration: NEGOTIABLE

Southern African Youth Movement is looking for a dynamic **Programme Manager**.

Requirements:

Applicants must have at least two years of full-time or equivalent part-time, technical or professional experience in project management or any equivalent combination of the required experiences. * Demonstrate experience working in Community Works Programme * Demonstrated organizational skills along with strong oral and written communication skills and excellent interpersonal skills. * Basic computer skills: Word, Excel, and PowerPoint. * Ability to balance competing priorities and deadlines and to handle multiple tasks. * Demonstrated ability to work collaboratively with colleagues. * Be a self-starter and work well independently, as well as value collaboration. A relevant three-year tertiary N5 or equivalent qualification in project management and two years' experience

Competencies:

Experience in CWP Programmes.* An understanding of Community Works Programmes, * Coordination and facilitation with other developmental stakeholders. * Good Computer skills, Project management, Presentation and Communication skills.

Duties Include but not limited to:

The **role of a program manager** is to act as a coordinator for an organization's projects. They supervise and organize activities and ensure that project goals align with the company's objectives * Overall management of the activities of SAYM in the Eastern Cape Province, specifically the activities related to CWP program. * Support the Executive Director in producing the operational plan for all CWP sites; * Assist the Executive Director in conducting community meetings of CWP; * Liaise with municipalities for overall support of the CWP and other SAYM programs, Ensure that all narrative and wage data reports are submitted from site managers and administrators on monthly basis for CWP and be an interface between the SAYM and the communities. Filling of documents and support overall activities of the program. * Duly-bound to get further assignments related to your work, by the Executive Director or the Chief Financial Officer. Conditions of your service and descriptions shall be provided by the Executive Director of SAYM as an appointing Officer.

Application process:

CV's with a covering letter and certified copies of certificates should be forwarded to: jika@saym.co.za. The closing date for submission of CV's is **28th February, 2019**