

# South African Education and Environment Project: ACADEMIC MANAGER FOR HIGH SCHOOL & BRIDGING YEAR PROGRAMMES

**Opportunity type:** Employment

**Opportunity closing date:** Friday 18<sup>th</sup> November 2011

The South African Education and Environment Project (SAEP) is a small, award-winning NGO dedicated to serving children and youth in South Africa's disadvantaged township communities through educational support at every level of academic development. SAEP aims to help children and youth build their academic and life skills, obtain productive employment, and contribute as leaders to the economic and social development of their communities and their country.

SAEP seeks to appoint an Academic Programme Manager for its High School and Bridging Year Programmes, based in Cape Town, starting January 2012.

S/he will be working from our Mowbray offices but will take regular trips to the high schools in Philippi. S/he will be responsible for planning and evaluation, management, administration and reporting, and teaching in our High School and Bridging Year programmes. S/he should be energetic, positive, committed to the provision of quality education, and preferably have experience of after-school programmes run by NGOs. S/he must have financial and budgeting skills, be an excellent communicator, a strong leader, and able and willing to drive the success of the programmes.

S/he will report to the Director, work closely with other programme managers, and be responsible for programme staff, volunteers and tutors.

## **Qualifications and Requirements:**

- Qualification to teach at least one of the following (preferably two): English, Maths and Science at high school level
- Minimum five years experience in teaching in South Africa (preferably in W. Cape)
- Experience in staff and programme management (preferably experience as HOD and/or principal/ vice principal)
- Budgeting and financial control skills
- Computer literacy including: Word, Excel, PowerPoint, internet research

- Good communication skills at different levels, including Dept of Education, educators, community leaders & members, learners, international volunteers etc.
- Monitoring and evaluation skills, ability to compile and interpret statistics (school results) to assess and demonstrate progress
- Report writing skills
- Ability to work in a team and independently
- Good spoken and written English (and Xhosa preferable)
- Driver's license (and own vehicle preferable) a MUST
- Good administrative and organisational skills

For a detailed job description please email Jane Keen on [jane@saep.org](mailto:jane@saep.org).

To apply, please submit a CV and a motivational letter to [jane@saep.org](mailto:jane@saep.org) by 18<sup>th</sup> November 2011.

For more about SAEP, refer to [www.saep.org](http://www.saep.org).

For other vacancies in the NGO sector, refer to [www.ngopulse.org/vacancies](http://www.ngopulse.org/vacancies).