



Regional Programmes and Operations Manager

The Regional Programmes and Operations Manager will work to strengthen Axiom Education school –based programmes in 8 schools. This person will report to the regional manager in the Amajingqi area, Willowvale, Eastern Cape. This role requires someone who is passionate about long term educational change.

At Amajingqi PSP, you will live and work with a small team of dedicated professionals, supported by the wider Axiom team. Applicants should note that the location is remote, only serviced by gravel roads 45 minutes from the town of Willowvale - so this job is only for the committed and adventurous!

Location: Amajingqi area (Willowvale) with support from Zithulele.

Salary: R31 000 –R34 000

Application closing date: 11 February 2022

Start Date: 15 March 2022

Key areas of work

- **Programme operations and logistics** - Managing the implementation of the Foundation Phase Literacy Programme, InterSen tablet, and other programmes at the Amajingqi site.
- **Team management and HR Support for coordinators and mentors** - Manage direct reports and support them in the management of their direct reports.
- **Team operations and logistics** - Manage and oversee all team operations and logistics at the Amajingqi site, to ensure that all programmes staff are empowered to work effectively.

Required Qualifications and Experience

- Appropriate tertiary qualification - National Diploma or B Degree (Dip in Logistics OR B Ed or Office Administration)
- Preference will be given to applicants with a minimum of 3 years' previous team management experience
- A clean code 8 or 10 driver's licence is a requirement for this position
- Previous experience working in an NGO is an advantage
- Strong operations management skills will be an advantage
- The ideal candidate should be able to read, write and speak isiXhosa or have a working knowledge of isiXhosa
- The Ideal candidate should have some background or experience in education

Behavioural competencies

- A good planner who is highly organized and resourceful
- Attention to detail
- Has a well-balanced and sound judgement
- Stakeholder oriented
- High level of resilience
- Ability to work in a team and do much with shared resources
- Excellent verbal and written communication skills
- Takes ownership of and encourages accountability for delivering results

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Technical Competencies

- Ability to lead teams of junior staff and to provide them with meaningful developmental feedback
- Possesses strong operations management skills and the ability to plan schedules and execute them successfully.
- Has strong computer skills or willing to learn how to use MS Office, Google Suite, Zoom, etc.
- The ideal candidate should be able to read, write and speak basic isiXhosa
- Be fluent in both written and spoken English
- Be a leader, able to set goals for direct reports

How to Apply:

1. Please complete the following pre-application form at this link: <https://forms.gle/rR3nYCdZR24MPYAG6> and upload application documents no later than 12:00 on the day of closing.

For your application to be considered, please ensure that your application includes the following:

- CV (with references)
- Motivation letter
- Certified copies of your ID, qualifications and driver's license

Thank you for your interest in joining the Axiom team. Should you not hear from us within three weeks from the closing date please consider your application unsuccessful. We wish you the best in your career journey.

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