

Reimagine Education with Us



www.goodworkfoundation.org
info@goodworkfoundation.org

Vacancy: Open Learning Academy Coordinator - Hazyview, Mpumalanga, South Africa

Closing Date: 28 June, 2019

Good Work Foundation (GWF) seeks a committed Open Learning Academy Coordinator to ensure the successful operation of the Open Learning Academy programme at our central digital learning campus in Hazyview.

Responsibilities

- Responsible for managing the Open Learning Academy facilitators
- Responsible for managing team leads (where applicable)
- Responsible for the successful implementation of the Open Learning Academy, including Phase 1 and Phase 2
 - Learner attendance, interaction, engagement, learning and discipline
 - Coordination and integration of Open Learning facilitators and modules. Preparation and planning.
 - Communication to and coordination of all satellite school logistics
 - Continual monitoring of progress of Open Learning Academy participants
 - To work with the Open Learning Programme Manager supported by the Campus Manager in the development of the Open Learning Academy programme
- Responsible for closely monitoring student performance in Phase 1 and Phase 2
- Responsible for liaising/communicating regularly with the Open Learning Programme Manager and Development Team, supporting fundraising and storytelling
- Collaborates with other campuses Open Learning Coordinators to ensure standardisation and best practices.
- Reports directly to the Hazyview Campus Manager

Requirements

- 1 - 2 years' experience working as an Open Learning Academy facilitator or equivalent learning programme
- Excellent English proficiency and solid communication skills (both spoken and written)
- Experience in implementing organisational and statutory policies and procedures
- Experience working as part of a team of facilitators/educators
- Experience working with learners who are not English first language speakers
- Should be able to demonstrate evidence of strong leadership and teamwork abilities
- An understanding of the challenges facing learners in the rural South African context
- A desire to be part of a new and growing team

Compensation

GWF offers a competitive compensation package commensurate with qualifications and experience.

Location

Hazyview, Mpumalanga Province, South Africa.

Training & Support

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Customised training/support will be given to successful candidates based on skills and experience levels.

Starting Date

Please note that the starting date for this position will be 1 August, 2019.

Applications

To apply please send your full CV together with a letter of motivation to hr@goodworkfoundation.org. In the subject line of the email please reference: Hazyview OLA Coordinator.

Closing Date

28 June, 2019 | Only shortlisted candidates will be contacted | Should you not hear from us within 2 weeks, please consider your application unsuccessful.

PLEASE NOTE THIS VACANCY IS SUBJECT TO THE BELOW

- Applicants must have the right to legally work in South Africa
- The employer reserves the right to vary the specifications of the advertised position
- The employer reserves the right not to make an appointment