

Vacancy: Bridging Academy Coordinator- Dumphries, Mpumalanga, South Africa
Report to: Campus Manager: Dumphries Digital learning Campus
Closing Date: 14 August 2021

Role Purpose: Coordinate the implementation of the Bridging Academy

GWF is seeking to appoint the Bridging Academy Coordinator to support the planning, coordination, administration and implementation of the Bridging Academy programme. The recruitable candidate should have expertise to support the programme manager with the design of annual programme plan and share with the team where there are delays, then come up with solutions. This position is responsible for the successful delivery of the Bridging Academy Programme and should ensure that the programme meet needs and expectations of GWF.

Responsibilities:

- Co-ordinate the operations of the Bridging Academy Programme with respect to delivery of training programs, facilitation and administration
- Identifying the equipment requirements for the academy
- Support PM with programme annual planning
- Responsible for closely monitoring student performance for Bridging Academy programme
- Monitor and storage of all resources (particularly IT)
- Prepare research and development plans to add value to the learning process
- Provide learner support in terms of facilitation, assessment, coaching and feedback
- Conduct Assessment Review twice annually.
- Lead by example and model facilitation of fun, engaging and relevant lessons with learners
- Liaise with other Bridging Academy Coordinator to ensure standardization of the GWF Bridging Academy programme
- Responsible for monthly, quarterly and annual reporting

Requirements:

- Post Matric qualification in coordination, facilitation, mentoring or equivalent qualification.
- Previous involvement in training/skills development at a reputable organisation
- Some experience in management and operations
- Competence to lead effectively: training team as well as learners.

Skills and Behaviour

- Have good human relations abilities and be a good communicator;
 - Ability to work with people with multicultural backgrounds
 - Have an understanding and desire to learn and be part of the rural context in which GWF works
 - Committed to and passionate about education in South Africa
 - Have strong administrative and computer skills and ability to follow clearly defined policies and processes
 - Excellent communication skills
 - Aligning to GWF culture and service leadership model
 - Experience of working in the NGO sector
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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: Dumphries Bridging Academy Coordinator.

