

Reimagine Education with Us



www.goodworkfoundation.org
info@goodworkfoundation.org

Vacancy: OLA Coordinator
Closing Date: 14th August 2021

Role Purpose: Coordinate the implementation of the Open Learning Academy

GWF is seeking to appoint the OLA Coordinator to support the planning, coordination, administration and implementation of the OLA 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 OLA Programme and should ensure that the programme meet needs and expectations of GWF.

Responsibilities:

- Co-ordinate the operations of the OLA Programme with respect to delivery of training programs, facilitation and administration
- Identifying the logistical and equipment requirements for the academy
- Support PM with programme annual planning
- Preparing classroom infrastructure and resources
- 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
- 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 Open Learning Academy Coordinator or Hazyview Open Learning Academy Coordinator.