



Vacancy

Trainer & project co-ordinator —

Inclusive Education in Action Project: Umgungundlovu District

MIET AFRICA, an NGO working in education development, seeks to appoint a trainer/project co-ordinator to provide training and support to a cluster of eleven primary schools in the Umgungundlovu District, KZN. The successful applicant will be responsible for the overall coordination, training and support of district officials, teachers, learner support assistants, caregivers and school community members of the 11 project schools in the district. This is a partnership programme between the KZN DoE and MIET AFRICA, supported by aad and BMZ (Germany). The project goal is to identify and support vulnerable and out of school children to access school, attend school regularly and complete their primary schooling. This is an Umgungundlovu-based position and will suit a person who resides in and is familiar with schools in the Umgungundlovu District.

KNOWLEDGE AND EXPERIENCE REQUIRED

- Relevant tertiary qualification (graduate) in education and/or development
- Knowledge and experience in the education and/or development sectors
- Expertise and experience in training and supporting schools to implement the screening, identification, assessment and support policy of the Department of Education
- A minimum of three years' experience in project coordination, adult facilitation and training, and community partnership building
- Knowledge of basic monitoring and evaluation (data collection and management)
- Leadership and interpersonal skills
- Planning and organizational skills
- Good communication skills, both written and verbal
- Ability to establish and maintain relationships with project partners, clients and stakeholders at all levels
- Computer literacy (MS Office package)
- Valid and unendorsed driver's licence, and a reliable vehicle

KEY PERFORMANCE AREAS

The training coordinator is expected to ensure effective project implementation by coordinating all activities, providing training, support and ongoing monitoring of the project.

INTERESTED APPLICANTS SHOULD:

Send an email, clearly stating “Trainer and project coordinator Umgungundlovu 2019: KZN” in the subject line, and attach:

- 1) A letter of application, clearly stating the position
- 2) Curriculum Vitae (CV)
- 3) Copy of ID
- 4) Copy of work permit (if non-South African resident)
- 5) Copy of valid and unendorsed driver’s licence
- 6) Copy of qualifications

To: HR on applications@miet.co.za

Note the following:

The salary will be negotiated with the successful applicant.

Incomplete applications will not be considered.

MIET Africa reserves the right not to fill the post, or to re-advertise to widen the pool of applicants. It also reserves the right to do a complete verification of all information supplied.

Closing date for applications: 19 June 2019.

Only shortlisted candidates will be contacted.