

VACANCY NOTICE

INTERNAL AND EXTERNAL ADVERT:			
Position	Operations Manager	Reports to	Managing Director
Location	12 8 th Avenue Walmer Gqeberha	Department	Management
Type of Contract	Fixed Term	Number of positions	One
Date of Vacancy	05 November 2025	Closing Date	21 November 2025.
PURPOSE OF THE JOB			
The Operations Manager is responsible for ensuring the smooth, efficient, and impactful implementation of Masifunde's programmes. The role provides strategic and operational leadership, aligning programme delivery with organisational goals and donor requirements, while building strong systems and a culture of accountability and learning.			
MINIMUM QUALIFICATIONS			
Bachelor's degree in Development Studies, Education, Social Sciences, or a related field (Master's degree an advantage)			
EXPERIENCE			
- Bachelor's degree in Development Studies, Education, Social Sciences, or related field. - Minimum 5 years' experience in programme or operations management, preferably in non-profit or education sectors. - Proven experience managing multiple projects, budgets, and teams. - Strong knowledge of community development, M&E systems, and donor compliance. - Excellent communication, report writing, and analytical skills and verbal communication skills			
RESPONSIBILITIES			
Programme Strategy & Oversight - Lead planning, coordination, and execution of Masifunde's key programmes: - Early Childhood Education - Social Assistance & Community Support - Youth Skills Development & Employability - Develop annual operational plans with measurable outputs and outcomes. - Integrate M&E insights into strategy and programme improvement. - Ensure resource allocation aligns with strategic priorities and budgets. Management & Coordination - Supervise programme coordinators and support teams to meet performance targets. - Facilitate effective interdepartmental communication and coordination. - Support HR in staff recruitment, onboarding, training, and performance reviews. - Lead quarterly operational review meetings and drive continuous improvement initiatives. Reporting & Accountability - Prepare timely narrative and financial reports for funders and the Board. - Oversee data integrity and reporting through collaboration with the M&E unit.			

• Ensure compliance with donor requirements, internal policies, and statutory regulations. • Support development of funding proposals with programme data and operational insights	
OTHER / BEHAVIOURAL COMPETENCIES	
• Strategic thinker with a results-oriented mindset. • Passionate about social justice, education, and empowerment. • Collaborative leader who values inclusivity and team development. • Adaptable, proactive, and able to thrive under pressure. • Strong ethical standards and commitment to accountability.	
Appointment/s will include the principles of Employment Equity.	
Due to the high volume of applications, only shortlisted candidates will be contacted. If you have not heard from us within 21 days, we regret to inform you that your application has not been successful.	
APPLICATIONS TO	https://forms.gle/kn2cvGeVaDz7KjhDA
CONTACT NUMBER	041 581 2543