

## VACANCY NOTICE

INTERNAL AND EXTERNAL ADVERT:			
<b>Position</b>	Coach and Trainer for Non-Profit Leaders	<b>Reports to</b>	Management
<b>Location</b>	12 8 <sup>th</sup> Avenue Walmer Gqeberha	<b>Department</b>	Back Office
<b>Type of Contract</b>	Fixed Term	<b>Number of Positions</b>	One
<b>Date of Vacancy</b>	04 August 2025	<b>Closing Date</b>	11 August 2025
<b>PURPOSE OF THE JOB</b>			
The Coach and Trainer for Non-Profit Leaders will play a critical role in building the leadership capacity, operational effectiveness, and sustainability of our NGO partners. This individual will offer coaching support, deliver targeted training sessions, and act as a knowledgeable advisor on non-profit governance, compliance, finance, and fundraising. The role demands a hands-on leader with broad nonprofit experience and a passion for social impact.			
<b>MINIMUM QUALIFICATIONS</b>			
<ul style="list-style-type: none"> <li>Grade 12</li> <li>A tertiary qualification in Non-Profit Management, Social Development, Business Administration, or related field would be beneficial.</li> </ul>			
<b>EXPERIENCE</b>			
<ul style="list-style-type: none"> <li>Minimum 5 years working in the non-profit sector, preferably in a leadership, training, or capacity-building role.</li> <li>Proven experience in NGO financials, budgeting, donor compliance, and fundraising.</li> <li>Experience developing and growing a non-profit organization is essential.</li> <li>Familiarity with adult learning principles and coaching methodologies</li> <li>Proficient in Microsoft Office Suite, Google Workspace, and virtual training platforms (e.g., Zoom, MS Teams).</li> </ul>			
<b>RESPONSIBILITIES</b>			
<b>Training &amp; Capacity Building</b> <ul style="list-style-type: none"> <li>Plan and deliver quarterly masterclasses for NGO leaders.</li> <li>Offer regular short courses and workshops.</li> <li>Ensure training content is relevant, practical, and well-received.</li> </ul> <b>Leadership Coaching &amp; Support</b> <ul style="list-style-type: none"> <li>Provide one-on-one coaching to MCN partner leaders.</li> <li>Serve as a reliable point of contact for leadership and NPO management queries.</li> <li>Refer complex matters to the Managing Director when necessary.</li> </ul> <b>Organizational Development Assistance</b> <ul style="list-style-type: none"> <li>Support NGOs in areas such as strategic planning, governance, fundraising, and compliance.</li> <li>Assist in strengthening systems and internal processes.</li> </ul> <b>Resource &amp; Content Development</b> <ul style="list-style-type: none"> <li>Create or update toolkits, templates, and learning materials.</li> </ul>			

<ul style="list-style-type: none"> <li>• Share helpful resources that partners can apply independently</li> </ul>	
Monitoring, Evaluation & Reporting	
<ul style="list-style-type: none"> <li>• Track training and coaching activities.</li> <li>• Collect feedback and measure basic outcomes.</li> <li>• Provide regular summary reports to the Managing Director.</li> </ul>	
Relationship Management	
<ul style="list-style-type: none"> <li>• Maintain strong, professional relationships with partner organizations.</li> <li>• Respond to partner needs in a timely and supportive manner.</li> </ul>	
<b>OTHER / BEHAVIOURAL COMPETENCIES</b>	
<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Initiative</li> <li>• Adaptability</li> <li>• Communication</li> <li>• Problem-Solving</li> <li>• Accountability</li> <li>• Collaboration</li> <li>• Confidentiality</li> </ul>	
Due to the high volume of applications, only shortlisted candidates will be contacted. If you have not heard from us within 30 days, we regret to inform you that your application has not been successful.	
<b>APPLICATIONS TO</b>	<a href="https://forms.gle/ZLygbVvv4US97xvG9">https://forms.gle/ZLygbVvv4US97xvG9</a>
<b>CONTACT NUMBER</b>	041 581 2543