

VACANCY NOTICE

INTERNAL AND EXTERNAL ADVERT:

Position	Education Partnerships and Programme Coordinator	Reports to	Management
Location	12 8 th Avenue Walmer Gqeberha	Department	Academic Support
Type of Contract	Fixed Term	Number of positions	One
Date of Vacancy	21 November 2025	Closing Date	30 November 2025

PURPOSE OF THE JOB

The Education Partnerships and Programme Coordinator will lead masifunde's academic engagement initiatives with local educational institutions, ensuring the alignment and integration of support services from early childhood through tertiary transition. The coordinator will develop, implement, and monitor holistic educational support models, from ECDC capacity building to after-school enrichment and career guidance for youth.

A key part of this role is monitoring and evaluating the impact of interventions, ensuring that programmes deliver measurable improvements in educational outcomes and long-term learner success.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Education, Social Sciences, Community Development, or a related field (postgraduate qualification advantageous).

EXPERIENCE

- Minimum of 3 years' experience in education coordination, school partnerships, or programme management.
- Experience working in a public-school environment (as an educator, coordinator, or support staff) is a strong advantage.
- Strong understanding of the South African education system, including the CAPS curriculum, ECD frameworks, and tertiary access processes.
- Proven experience in monitoring and evaluation (M&E), data collection, and reporting on programme outcomes.
- Experience in stakeholder engagement, facilitation, and training.
- Excellent communication, organisational, and leadership skills.
- Ability to work collaboratively within a diverse community and multi-stakeholder environment.
- Language proficiency in English and isiXhosa is required.

RESPONSIBILITIES

Partnership Development and Liaison

- Serve as the primary liaison between masifunde and local primary, high, and tertiary education institutions, fostering strong, collaborative relationships.
- Build and maintain partnerships with Nelson Mandela University (NMU), local TVET colleges, and private tertiary institutions such as Varsity College to strengthen transition and access pathways for learners.
- Coordinate with school management teams, educators, and governing bodies to identify areas of support and partnership.

- Engage with formal and informal ECD centres, facilitating capacity-building and compliance with government requirements.

Programme Development and Implementation

- Design and implement integrated academic support programmes for local schools, including:
 - Career guidance and subject choice support initiatives.
 - School library development and management assistance.
 - After-school learning models that complement classroom education and benefit masifunde learners.
- Develop and pilot working models for after-school support tailored to masifunde beneficiaries, focusing on academic improvement, personal development, and university readiness.
- Design and facilitate teacher training workshops and continuous professional development (CPD) opportunities for ECDC practitioners.

Support for ECDCs

- Guide and support ECDCs in the registration process with relevant government departments.
- Facilitate access to public funding and resources available to early learning institutions.
- Strengthen the quality of early learning through mentorship and training interventions.

Tertiary Access Support

- Assist masifunde beneficiaries with university and college applications, bursary searches, and career planning.
- Maintain strong relationships with tertiary institutions (NMU, TVETs, Varsity College) to enhance access pathways and provide information sessions or campus exposure opportunities.
- Support learners in preparing for post-secondary success, including academic and psychosocial readiness.

Monitoring, Evaluation, and Impact Tracking

- Lead monitoring and evaluation (M&E) efforts related to academic and ECDC programmes.
- Develop and maintain systems to track the impact of interventions and measure educational outcomes over time.
- Conduct regular data collection, analysis, and reporting on programme effectiveness and beneficiary progress.
- Implement long-term tracking of the academic success and post-school pathways of masifunde beneficiaries to inform continuous improvement.
- Work closely with the M&E and programme teams to translate findings into evidence-based improvements and strategic decision-making.

OTHER / BEHAVIOURAL COMPETENCIES

- Passion for education and community empowerment.
- Strong interpersonal and networking abilities.
- Analytical and data-driven mindset.
- Programme design, implementation, and monitoring skills.
- Practical knowledge of ECD, basic education, and tertiary education sector dynamics.
- Computer literacy (MS Office, Google Workspace).

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/q2CLSUC38E8ci9pF8>

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