

VACANCY NOTICE

INTERNAL AND EXTERNAL ADVERT:			
Position	Programme Coordinator	Reports to	Managing Management
Location	12 8 th Avenue Walmer Gqeberha	Department	Post School
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 Programme Coordinator ensures effective programme execution, fosters innovation, and drives measurable results aligned with the organisation's mission.			
MINIMUM QUALIFICATIONS			
Bachelor's degree in Business, Development Studies, Education, or a related field (or equivalent experience).			
EXPERIENCE			
2–5 Proven experience in programme design, facilitation, and project coordination. - Strong organisational and logistical skills; detail-oriented with excellent time management. - Entrepreneurial spirit with a proactive approach to problem-solving and innovation. - Excellent communication and interpersonal skills - Ability to work independently and collaboratively in a fast-paced environment. - Proficiency in digital tools for project management			
RESPONSIBILITIES			
Programme Design & Development - Design and develop entrepreneurship and skills development programmes aligned with organisational goals. - Identify learning outcomes, structure training modules, and create implementation frameworks. - Continuously improve programmes through participant feedback, evaluation, and innovation. Training & Facilitation - Facilitate entrepreneurship, leadership, and capacity-building trainings for diverse audiences. - Support trainers and guest facilitators in delivering high-quality, interactive sessions. - Create a positive and engaging learning environment. Coordination & Logistics - Coordinate all programme activities, events, and training sessions efficiently. - Manage communication between internal teams, trainers, and participants. - Handle logistics such as scheduling, venues, materials, and participant follow-up. Systems & Processes - Develop and maintain efficient systems and workflows for programme management. - Create tools and templates for monitoring, tracking, and reporting progress. - Ensure smooth administrative Entrepreneurial Thinking & Innovation - Bring a proactive, solutions-driven mindset to challenges and opportunities.			

• Identify and act on opportunities for innovation and partnership. • Contribute creative ideas for programme expansion and sustainability.	
OTHER / BEHAVIOURAL COMPETENCIES	
• Entrepreneurial Mindset • Facilitation Skills • Relationship Building • Mentorship Orientation • Results-Driven • Problem Solving • Communication skills • Teamwork and Collaboration • Adaptability	
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/aL3BdECHhghJTzWc8
CONTACT NUMBER	041 581 2543