



Maritzburg College, one of the leading boys' schools in South Africa, has an excellent reputation for its academic, sporting, cultural and leadership programmes. The Governing Body invites applications from suitably qualified and experienced persons for the following admin post: -

Khanyisa Outreach Programme Co-Ordinator

To assume duty on 1 October 2019

We require a candidate for the position of Khanyisa Outreach Program Coordinator. This position which is located within College Business Division will play an important role in providing oversight, management, and coordination of the various community outreach efforts by Maritzburg College.

Key responsibilities will include: -

- Serve as internal support in the area of meeting outreach goals;
- Provide minimum of quarterly reports on outreach efforts and initiatives;
- Develop a broad range of partnerships and relational networks with school administrators, teachers, facilitators, and other stakeholders to increase awareness the Khanyisa Outreach Programme.
- Assist in the development and implementation of outreach materials and marketing plans. Conduct ongoing assessments of academic learning benchmarks and public outreach needs.
- Complete miscellaneous projects as assigned.

Requirements: -

- Candidates should have three years of job-related experience; or an equivalent combination of education and experience may be considered, in community relations, public affairs, marketing, communication, business, education or related field;
- Knowledge, experience and ability to work with diverse communities of South Africa;
- Exceptional interpersonal skills;
- Strong writing and oral presentation skills;
- Experience in the development of outreach strategies;
- Experience in public speaking, media interaction and operation;
- Experience in compiling outreach reports and presentations;
- Project management experience;
- Computer software proficiency in Word, Excel and PowerPoint;
- Work effectively with the College Business Team to articulate project goals, issues and timelines;
- Bilingual ability (isiZulu, English,) an asset;
- Experience in curriculum development an asset;
- Available to attend periodic evening and weekend community events and meetings where needed;
- Valid driver's license required.

hr@mcollege.co.za

Applications close on 18 September 2019

Should you not have heard from us by 25 September 2019, please assume that your application has been unsuccessful and no further correspondence will be entered into.

Prospective employees are obliged to confirm (on an affidavit) that they have never been convicted of a sexual offence against a child or mentally disabled person as well as provide a police clearance certificate.

Maritzburg College reserves the right not to make an appointment. An application in itself does not entitle the applicant to an interview.