



## MES Port Elizabeth Branch Manager Profile

<b>Job Title:</b>	Branch Manager
<b>Service Unit:</b>	Port Elizabeth, based in Korsten
<b>Contract Type:</b>	Fixed term for 3 years.
<b>Salary:</b>	Available upon request

## STAKEHOLDERS

MES Port Elizabeth team, MES in general, Nelson Mandela Bay Metropolitan Municipality, churches, schools, media, other NGOs, clients, donors, BNI.

## STRATEGY AND FOCUS OF SERVICE UNIT

- To change the heart of poorer Port Elizabeth inner city communities by reaching out to the homeless and destitute, providing them with a place of belonging, access to support and developmental services and opportunities to be reintegrated into society again
- To build, nurture and resource the MES Port Elizabeth branch to be a healthy, growing part of the MES family nationwide
- To participate in realising the liberating, empowering and healing Kingdom of God in the lives of broken communities by moulding, empower and serving them to wholeness

## JOB PURPOSE

- Responsible for the implementation of the strategic goals and objectives of the organisation in Port Elizabeth
- To give direction and leadership toward the achievement of the organisation's philosophy, mission, strategy and its annual goals and objectives

## JOB PERFORMANCE CRITERIA

### 1 Planning, strategic – and partnership development

- Support the CEO by advising and informing MES National, interfacing between staff and MES National in setting strategy, vision and direction
- Ensure monitoring and evaluation systems are in place and actively utilised to measure impact and develop programmes.
- Develop partnerships that enhance the impact and image of MES
- Ensure the financial viability of the branch

### 2 HR Management & Staff development

- Effectively manage the HR of the branch according to the approved personnel policies and procedures that fully conform to the relevant legislation i.e. Labour Law, Skills Development Act, etc.
- Promote good ethical and moral Christian standards in the team
- Motivate and develop staff as individuals and the team as a group including personal, faith and career development as well as ensuring training takes place

### 3 Finance, resource development and marketing

- Draw up and responsibly manage an annual budget for the Board's approval
- Prudently manage the organisation's resources within those budget guidelines according to the relevant legislation
- Support fundraising planning and implementation in conjunction with the National Fundraising & Marketing manager and the local branch F&M Developer, including identifying resource requirements, developing funding sources, establishing strategies to approach funders and developing & maintaining good relationships with new and existing MES partners.
- Ensure the organisation, its mission, programmes, products and services are constantly presented in strong, positive image to relevant stakeholders including media.
- Ensure the good maintenance of the MES PE building and mutually value adding relationships with the tenants renting space from MES.

### 4 Administration, policies and Infrastructure

- Assist in developing, implementing and maintaining policies and procedures received from the National Committee
- Produce quality documentation and development of models that underpin the strategy and are used in duplication of services.
- Develop programmes and projects to increase the sustainable impact of MES
- Implement sound administration systems including disciplinary processes when relevant
- Ensure cost effective acquisition, development and management of assets and infrastructure.

### 5 Practical outreach and client development

- Be prayerfully active in seeking the heart of God for the communities and personnel reached by the work of MES
- Be actively involved in client engagement whether existing or potential clients
- Development of clients to make them independent in a reasonable time so that they can leave MES and become value adding citizens.
- Regularly engaging with frontline outreach workers whilst they are engaged in their outreach work
- Organising outreach exposure opportunities for partners

### PERSON REQUIREMENTS

- **Essential qualifications:** Relevant tertiary qualification.
- Preferred qualifications: Qualification in business management, public management or social work.
- **Job related experience required:** 3+ years managerial experience.
- **Required Industry acumen:** proven experience of successes in outreach or community development work, experience in building positive networks assisting outreaches or ministries, be in good standing with current and previous church partners.
- **Systems knowledge:** Basic competence in Microsoft programmes like Excel, Word and PPT. Knowledge of Salesforce, Quickbooks or VIP will be valued.
- **Number of people reporting into Job:** 5 full time staff members, 4 part time workers or volunteers.
- **Other job requirements and features:** Be actively supportive of the organisation's Christian values and worldview, be a good communicator, be fluent in both English and Afrikaans, have a driver's license. Physically able to traverse stairs on a regular basis – given the nature of the main premises. The ability to communicate in Xhosa is not essential, but will be valued.