



## Branch manager: MES – Port Elizabeth

<p>Job Title: Branch Manager          Service Unit: Port Elizabeth, based in Korsten          Contract Type: Fixed Term for 3 years          Salary: Available upon request</p>
<b>JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• To build, nurture and resource the MES Port Elizabeth branch to be a healthy, growing part of the MES family nationwide.</li> <li>• To participate in realising the liberating, empowering and healing Kingdom of God in the lives of broken communities by moulding, empowering and serving them towards wholeness.</li> </ul>
<b>KEY PERFORMANCES</b>
<ul style="list-style-type: none"> <li>• Ensuring the continued development of the clients</li> <li>• Managing the resources, personnel, income and expenses of the branch in a financially sustainable manner</li> <li>• Overseeing the design, resource development, marketing &amp; promotion, delivery &amp; quality of different programmes</li> <li>• Ensuring monitoring &amp; evaluation systems are in place</li> <li>• Ensure partnerships that enable the MES Core Values</li> <li>• Effectively managing the HR of the branch according to the approved policies &amp; procedures</li> <li>• Responsible for drawing up and managing the budget for BOD's approval</li> <li>• Prudently managing organisation's resources within that budget according to the relevant legislation</li> <li>• Overseeing fundraising activities and maintain positive image with stakeholders</li> <li>• Regular evaluation of the effectiveness of the branch operation</li> </ul>
<b>REQUIREMENTS</b>
<ul style="list-style-type: none"> <li>• Relevant Tertiary qualification: preferably in social work, development studies or occupational therapy</li> <li>• At least three years' experience in a leadership position or operational management</li> <li>• Strong organizational &amp; planning skills</li> <li>• Proven experience in developing and maintaining relationships with capable donors</li> <li>• Working experience with a NPO programme</li> <li>• Driver's licence</li> </ul>
<p>Please visit the website at <a href="http://www.mes.org.za">www.mes.org.za</a> for the application form and more information  <b>Closing date: 16 May 2018</b>  <b>APPLICATIONS: send your completed application form and CV to: <a href="mailto:vacancies@mes.org.za">vacancies@mes.org.za</a></b></p>