



VACANCY

Branch Manager

Cape Town Branch

STRATEGY AND FOCUS OF SERVICE UNIT

- To change the heart of the homeless or marginalised in the northern suburbs and surrounds by reaching out to them along with the local communities, providing a supportive place of belonging, access to social and developmental services and opportunities to be reintegrated into society again
- To build, nurture and resource the MES Cape Town branch to be a healthy, growing part of the MES family nationwide serving, empowering and moulding people in welfare or material need in four different age groups: pre-schoolers, school aged learners, youth and adults
- To establish and develop Centres of Hope in the Northern Suburbs and surrounds of Cape Town including possible crèches, after school clubs and a training centre
- To develop social enterprise as a third income stream to the branch and platform for job creation
- Further developing the capacity and impact of the GROW employment rehabilitation programme

JOB PURPOSE

- Responsible for the implementation of the strategic goals and objectives of the organisation in Cape Town
- To give direction and leadership toward the achievement of the organisation's philosophy, mission, strategy and its annual goals and objectives
- To nurture healthy relationships with hosting communities and other stakeholders
- Leading, nurturing and developing the staff of the branch

DUTIES & RESPONSIBILITIES

JOB PERFORMANCE CRITERIA

- Planning, strategic – and partnership development
- HR Management & Staff development
- Finance, resource development and marketing
- Administration, policies and Infrastructure
- Practical outreach and client development

Strategic development & planning & partnership

- Supports 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 enhances the impact and image of MES
- Nurture healthy relationships with hosting communities and other stakeholders
- Establish and develop Centres of Hope in the Northern Suburbs and surrounds of Cape Town including possible crèches, after school clubs and a training centre
- Develop social enterprise as a third income stream to the branch and platform for job creation
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REQUIREMENTS

PERSON REQUIREMENTS

- **Essential qualifications:** Relevant tertiary qualification and have a driver's license.
- **Preferred qualifications:** Qualification in business management, public or education management or social work; being an accredited facilitator, invigilator or moderator would be beneficial
- **Job related experience:** 3+ years managerial experience & experience in the NGO/public sector
- **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.
- **IT systems knowledge:** Basic competence in Microsoft programmes like Excel, Word and PPT. Knowledge of Salesforce, Quickbooks or VIP will be valued.
- **Other job requirements and features:** Be actively supportive of the organisation's Christian values and worldview, be a good communicator fluent in both English & Afrikaans.

APPLICATIONS: vacancies@mes.org.za

CLOSING DATE: 20th March 2019 – 10:00 am

Visit www.mes.org.za for more information and an application form to be filled out and e-mailed along with your CV to vacancies@mes.org.za. Contact Portia at 011 725 6531 with any questions. Please note that MES is an organisation valuing its Christian charitable identity and as such takes its opportunity towards employment equity to heart.