



## **VACANCY**

### **GROW ADMINISTRATOR**

MES is inviting suitable and passionate candidates who wants to make a difference in the NPO field.

Grow is a job rehabilitation programme. GROW project is providing an alternative to aggressive begging and crime by offering clients the opportunity to participate in social development and job rehabilitation activities which serves the community, focuses on the principles of life, work ethics, and performance standards, provides care, support and protection of vulnerable people and ultimately reduces crime and harm done to people.

**APPLICATIONS:** [glenda@mes.org.za](mailto:glenda@mes.org.za)  
**CLOSING DATE:** 27<sup>th</sup> March 2020

#### **CORE DESCRIPTION OF THE POST**

Ensure that the all GROW operations, finances, assets and logistics as well as HR and general admin and marketing activities are implemented. Reporting on all operational, and GROW financial matters to all relevant stakeholders on a regular basis.

#### **MAIN FUNCTIONS**

##### **Strategic Development, planning and networking**

- Have strategic planning sessions with the staff to plan and evaluate the activities of the service unit.
- To implement the implementation plans as drafted at the annual Bosberaad.
- To develop and establish strategic business partners for the organisation and service unit
- To ensure a balanced strategic marketing plan is implemented according to the strategic objectives set out.
- Monthly Case Conference meetings to discuss progress of clients
- Monthly Grow meetings to discuss the and as well as therapeutic programmes/targets/activities of the service unit.

##### **HR Management**

- Identify training and development needs of staff and bringing this to the attention of the HRM.
- Handle all the disciplinary and grievance issues as they arise and liaise with the HRM.
- Assist with the recruiting and interviewing of prospective staff and volunteers. Ensuring that the staff member engages in the induction programme.

- Ensure that each staff member has a signed job profile and update these regularly.
- Ensure that staff performance management process is implemented; this includes setting goals & objectives for staff and performing at least 2 formal performance appraisals.
- Approve leave requests in liaison with HR
- Have individual sessions with the staff members to discuss the monthly goals.
- Assist with employee performance management, development and well-being.
- Competency framework management and reporting
- Skills development reporting
- Employment equity reporting

### **GROW, M&E and Data Management**

- Monthly update of MES Database
- Implement and maintain the recruitment system;
  - ❖ Update Q-Book daily
  - ❖ Identify and develop participants for entry level, first team, A-team and Dignity Team, MIPS (Jesus Saves Daily) as well as Special Team categories
  - ❖ Allocation of shifts
  - ❖ Maintain Q point system
  - ❖ Manage all volunteer shifts
  - ❖ Manage all batching processes (schedules, job sheets, task sheets, shift slips and cash pay outs.)
  - ❖ Manage all cash control systems (requesting and receiving GROW petty cash batches)
  - ❖ Manage store room : materials, tools,
- Responsible for quotes for potential contracts
- Support to Supervisors
- Have strategic evaluation meetings to evaluate the overall strategy of the service unit.

### **Reporting**

- Monthly, quarterly and annual management reporting
- Report on finances to Finance Department

### **Administration**

- To ensure the inventory list of office equipment is updated regularly.
- To develop the department i.t.o. administration systems and job profiles
- Accurate record keeping of cases and other staff activities
- Coordinate departmental meetings and record keeping of planning and events.

### **Policies and Standard Operational Procedures**

- To develop policies and procedures and implement it for the GROW service unit.