



VACANCY

GROW CO-ORDINATOR

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

CLOSING DATE: 27th March 2020

CORE DESCRIPTION OF THE POST

Ensure that all GROW operations, finances, assets and logistics and general admin are implemented and maintained. 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 activities of the service unit.

FINANCES

- Drafting of budget
- Securing of cleaning contracts
- Oversee Batching
- Oversee Cash Control System
- Sign off on Quotes and Invoices
- Produce reports of expenditure
- Arrange feedback meetings with clients

HR Management

- Assist with the recruiting and interviewing of prospective staff and volunteers. Ensuring that the staff member engages in the induction programme.
- Have individual sessions with the foremen and Supervisors with in GROW to discuss the monthly goals.
- Assist with employee performance management, development and well-being.

GROW, M&E and Data Management

- Monthly update of MES Database
- Induction of all new recruits
 - Explaining recruitment
 - Explaining and demonstrating the The Q-system
 - Explaining Q-point
 - Explaining advancement opportunities
 - Explaining development opportunities
- Presenting 5 life lessons of the School of Life by following peer coaching system
- Selection and training of Team Leaders, Ateam and 1st Team participants
- Deployment of teams
- Supervision of teams in the field
- Identification of hot spots
- Field reports (pictures taken before and after)
- Handling of complaints according to Disciplinary and complaints procedures
- Handle all disputes
- Handle all payouts
- Facilitating Q-point system and rating of team participants
- Keeping record of participants' scores.
- Selection of bonus recipient
- Completing and handing in all paperwork (signed job sheets, signed task sheets, signed shift slips, as well as payout slips)
- Balancing GROW batch and handing in all evidence of work and pay outs done
- Prepare for next day shifts
- Have strategic evaluation meetings to evaluate the overall strategy of the service unit.

Reporting

- Monthly, quarterly and annual management reporting

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 Professional service unit.