



JOB DESCRIPTION

Focus Group Manager: Youth & Adults at Risk

Johannesburg

JOB PURPOSE

To manage and develop the Youth and Adults at Risk Focus Group. This includes the following units: Outreach & Canteen, Shelters, GROW, Skills Training & Social Enterprises. To partner with assessment centre to ensure that the objectives are accomplished and the units are working in integration. To work with different stakeholders in ensuring that the beneficiaries are developed towards a sustainable exit.

DUTIES & RESPONSIBILITIES

- Have Strategic planning sessions with the different units, to plan and evaluate the activities in the focus group.
- Develop the logic model and implement the theory of change accordingly.
- Manage and co-ordinate staff and processes in this focus group.
- Implement the right practices and processes in this focus group.
- Conduct monthly meeting with all the units to get feedback and monitor service, deliver targets and impact.
- Responsible for scheduling and authorizing leave of the staff and co-ordinate the shifts in the shelters.
- Ensure that the different units are integrated for the benefit of our clients. This includes the following units: Outreach & Canteen, Shelters, GROW, Skills Training & Social Enterprises.

- Analyse and improve these practices to improve our services and efficiency.
- Ensures that the focus group works within the planned budget.
- Support and advise unit managers in executing the different roles and ensure developmental needs are attended to.
- Monthly, quarterly and annual management reporting.
- Represent the focus group at the Johannesburg Management Committee.
- To promote good working relationship with the stakeholders.

OUTREACH & SOCIAL RELIEF

- Partner with DSD and other relevant government departments in rendering services to MES's clients.
- Draw the business plan and submit to DSD and other relevant government departments when required in collaboration with branch manager, fundraiser and finance.
- Provide input to inquiries from the DSD and other relevant government departments.
- To cooperate with the community to form community engagements to establish their needs.
- To sit in the different committees to determine ways if intervention to clients and to ensure a successful exit plan.
- To partner with assessment centre in ensuring that the clients are getting help and support in social issues.

THERAPEUTIC SERVICES & GROW

- Assist in developing programmes that will assist clients to rehabilitate, develop and improve skills that they need for day to day life and work.
- To consider the client's needs physical, psychological, social and environmental when planning and initiating programmes for the clients.
- Encourage clients to return to formal work settings, and refer those that are unable to return to the open labour market to GROW Projects.
- Manage therapeutic projects and meetings to discuss operations and targets.

SKILLS TRAINING & SOCIAL ENTERPRISES

- Manage the training centre and get it accredited with SETA with the Training Unit Manager.
- Ensure compliance to SETA's Skills Development Legislation, B-BBEE criteria as well as industry associations and regulations.
- Align the training material to SETA standards.
- Manage and co-ordinate the different service providers with the Training Unit Manager.

- Based on research plan and implement training programmes that will assist clients.
- Plan and implement appropriate interventions and programmes.
- Develop and implement strategy and initiatives in the training centre that will reflect to MES's organisational goals.
- Find ways of selling the products that are produced by MES's clients.
- Establish an online selling platform for the products.
- Partner with different businesses to find access of employment for our clients.

REQUIREMENTS

REQUIRED QUALIFICATION & KNOWLEDGE

- Relevant tertiary qualification
- Experience in a managerial role
- Drivers Licence
- Microsoft
- Administration skills
- Communications skills
- Report writing skills

COMPETENCIES:

- Working with people
- Analytical thinking
- Execute efficiently
- Problem Solving
- Planning and organising
- Teamwork and Collaboration

Applications to be submitted via email at vacancies@mes.org.za

Closing date: **31 May 2022**