



VACANCY

Branch Manager

MES Kempton Park

PURPOSE OF THE JOB

- Responsible for the implementation of the strategic goals and objectives of the organisation in Kempton Park. To give direction and leadership towards the achievement of the organisation's philosophy, mission, strategy and annual goals and objectives.

DUTIES & RESPONSIBILITIES

STRATEGIC DEVELOPMENT, PLANNING & PARTNERSHIPS

- Support the 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 enhance the impact and image of MES. Ensuring that MES's programmes, products and services are constantly presented in a strong, positive image to relevant stakeholders including media.

FINANCE, FUNDRAISING AND MARKETING

- Recommend yearly budget for Board's approval and prudently manages the organisation's resources within those budget guidelines according to the relevant legislation.
- Support fundraising planning and implementation in conjunction with National PR and Fundraising Manager and local branch Fundraiser, including identifying resource requirements, developing funding sources, and establishing strategies to approach funders.
- Assist with funding proposals.
- Present monthly branch financial reports.

ADMINISTRATION, POLICIES AND INFRASTRUCTURE

- To assist in developing, implementing and maintaining policies and procedures received from the National Committee.
- Effectively manage the HR of the branch according to the approved personnel policies and procedures that fully conform to the relevant legislation i.e., Labour Law, Labour Relations Act etc.

- Documentation and development of models that underpins the strategy and are used in the duplication of services.
- Developing programmes and projects.
- Implementation of sound administration systems.
- Cost-effective acquisition, development and management of assets and infrastructure.

REQUIREMENTS

- Administrative and organising skills required.
- Preferred qualifications: Qualification in business management, public management or social work.
- Job-related experience required: 5+ years of managerial experience.
- Experience in building positive networks assisting outreaches or ministries.
- Maintain relationships with stakeholders and church communities.
- Required Industry acumen: proven experience of successes in outreach or community development work.
- Experience in budget preparation and management report preparation preferred.
- Number of people reporting into Job: 15 full-time staff members and community volunteers.
- Be actively supportive of the organisation's Christian values and worldview,
- Have a driver's license.

APPLICATIONS: vacancies@mes.org.za

CLOSING DATE: 10 March 2023