



POSITION: Programme Coordinator
REMUNERATION: Negotiable
LOCATION: Johannesburg, South Africa
START DATE: ASAP



Background

SAB Foundation is an independent Trust founded in 2010 as one of three beneficiaries of the South African Breweries broad-based black economic empowerment transaction. The mandate of the Foundation as per the Trust Deed is “The provision of funding for small, medium and micro-sized enterprises, in order to contribute to the economic and social empowerment of historically disadvantaged persons, primarily (but not necessarily exclusively) by means of entrepreneurship development and with a priority focus on providing opportunities within small, medium and micro-sized enterprises for women and youth in the rural areas, as well as persons with disabilities”.

This has translated into a number of exciting programme areas:

- Social Innovation Programmes - support innovation that will improve the quality of life for our beneficiary groups.
- Rural Catalyst Programme – seeks strategic opportunities to build and empower entrepreneurs in rural areas with an emphasis on farming, tourism and Last Mile Distribution
- Entrepreneur Programmes – support entrepreneurs from start up to growth. This is mostly through our flagship Programme, the Tholoana Enterprise Programme.

Context

An opportunity for a proactive, efficient and conscientious individual with strong administrative and communication skills, who is a team player providing excellent attention to detail and who enjoys working within a fast-paced environment. They must be able to use their own initiative and be passionate about making a difference.

The purpose of the SAB Foundation Programme Coordinator role is to provide administrative support to the Programme Managers and the Ops and Communications specialist.

Key Outputs

Assisting the SABF Team with administrative duties including:

- Beneficiary payments with Programme specialists
- Annual Beneficiary contract administration (sending out, collecting and uploading)
- Updating existing special project contracts, when required
- Ordering and distributing merchandise for programmes
- Responding to queries from the public (website and telephonic)
- All SABF loan administration including, disbursement, reminders and follow ups
- Be responsible for department filing integrity on Sharepoint
- Assisting with annual BEE verification process and internal audits
- Assisting with financial audits (follow up with unclaimed grants and supplier deposits)
- Ad hoc programme support during peak times including event coordination and governance processes
- Assisting with setting up investment committee meetings
- Draft and distribute minutes of all investment committee and board of trustees' meetings
- Contract administration for approved beneficiaries after investment committee meetings
- Collate diaries with programme specialists and the beneficiary finalists and set up the visit
- Social Innovation Fund support – recruitment (application forms, brochures, mailers and queries)
- System support with University Entrepreneurship Programmes
- General administrative activities for SABF. Including but not limited to Birthday charts / Calendar management/ Stationery orders / Courier etc.
- Event support

Key Attributes and Competencies

- Understanding of SAB Foundation and its programmes
- A desire to make a difference
- Ability to handle complex and detail-oriented tasks
- Exceptional organisational, administrative, project and programme management skills
- Ability to work under pressure while maintaining meticulous attention to detail, which is essential to manage dozens of customers of the Foundation who each have unique awards, conditions, terms and payment schedules
- Ability to prioritise and manage conflicting priorities, and to maintain a sense of humour
- Flexible approach, and willingness to put shoulder to wheel during intensive work periods
- Ability to operate independently and take initiative
- Exceptional interpersonal skills and good communication skills at all levels including senior executives
- Ability to maintain a high degree of loyalty, integrity and discretion
- Team player
- Polished and well presented
- Fantastic customer service ethic
- High expectations for quality
- Relationship management abilities are key, as the person is often the direct interface with the SAB Foundation beneficiaries and partners
- Independent judgement is required to plan, prioritize and organize a diverse and changing workload with attention to detail a necessity
- Strong customer service focus: to demonstrate initiative and foster positive and collaborative relationships with colleagues and other departments
- A positive attitude; excellent verbal and time management skills
- The ability to continually handle multiple tasks effectively; and the ability to problem solve and adapt

easily to changing priorities

- The ability to work independently; to work effectively and positively under pressure; to be proactive

Qualifications and Experience

- An appropriate tertiary diploma, business administration or equivalent qualification by experience
- At least 4 years administrative experience gained supporting a team
- System related management experience
- Computer literacy – MS Word, Excel and PowerPoint, Intranet, SAP
- Events experience

How to apply

Interested applicants should submit the following by e-mail to pontsho@ngorecruit.com quoting reference number **NSB006**:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with SAB Foundation's mission and the unique qualities you will bring to this role

Application Deadline: 27 June 2022

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about SAB Foundation, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).