



POSITION: Programme Officer
REPORTING TO: Programme Director
REMUNERATION: Negotiable
LOCATION: Johannesburg, South Africa
START DATE: 1 February 2024



Background

[The Learning Trust \(TLT\)](#) supports the After School sector in South Africa by developing quality practitioners and building sustainable organisations. Since its inception in 2010, TLT has supported the development of over 200 emerging community-based organizations. Our well-directed financial support, technical training, mentoring, and coaching in a variety of organisational development areas, significantly accelerates our partners' growth towards accountability and sustainability. To build the sector, TLT has convened a Catch-up Coalition of partners that delivers multiple collaborative projects to collectively address learning backlogs.

About the Role

TLT seeks to appoint a **Programme Officer** to implement TLT's grant-making, capacity support, and professional development strategy across the province. The role will be based in JHB and report to our Programme Director.

Key Responsibilities & Deliverables:

- Supporting the national team in co-developing the organisational strategy, providing regular feedback for refinement and ongoing development.
- Coordinating the implementation of the annual operational plan; monitoring, reviewing, and reporting in line with set administrative processes.
- Developing and maintaining good relationships with grantees and other stakeholders.
- Managing grant processes for provincial portfolio; scoping, reporting, applications and contracting.
- Researching and designing different forms of capacity support and professional development interventions for the region.
- Successfully coordinating and delivering one-on-one capacity support and group professional development activities.
- Keeping impeccable administrative records of capacity support and organisational progress.
- Communicating with all stakeholders in Gauteng and leveraging knowledge, skills and resources for capacity support, professional development, collaborative projects, and sector-building activities.
- Building partnerships with donors, government, grantees and other stakeholders in the province.
- Supporting the national team in generating external communications to grantees and the sector.
- Supporting the national team in coordinating advocacy campaigns for the sector.

Requirements and essential competencies:

- At least a bachelor's degree; Masters an advantage.
- Experience in Grants Administration, Organisational Development, and/or Programme Management.
- At least 5-years of non-profit or development experience, ideally in After School or education.

- Expertise/experience in any of TLT's 10 OD focus areas (Administration, Communications & Advocacy, Financial Management & Sustainability, Fundraising & Resource Mobilization, Human Resource Management, Leadership & Governance, Monitoring & Evaluation, Networking & Collaboration, Programme Development, Vision, Mission & Strategy).
- Desired skills: facilitation, learning programme design, writing, mentorship and coaching.
- Own car and willingness to travel.

How to apply

Interested applicants should submit the following by e-mail to thereza@ngorecruit.com quoting reference number: **NLT016**

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

Application Deadline: 1 December 2023

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted. For more information about [The Learning Trust \(TLT\)](#) , visit their [website](#) and [LinkedIn](#) account.