



POSITION: Programme Co-ordinator
REPORTING TO: Operations Manager
REMUNERATION: Competitive
LOCATION: Bryanston, 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 several 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.
- Financing for Impact Programme - The Financing For Impact Programme is a multi-stakeholder and collaborative alumni funding vehicle co-funded by the SAB Foundation, National Treasury's Jobs Fund and Lead Impact Capital. It aims to unlock affordable financing for qualifying entrepreneurs who have graduated from the SAB Foundation Tholoana Enterprise Programme, the Social Innovation and Disability Empowerment Awards, and the Social Innovation Fund looking to grow their businesses and create jobs. This is a commercial fund with affordable interest rates and will be administered by LEAD Impact Capital.

Overview of the Role

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 Co-ordinator role is to provide administrative support to the Programme Managers and the Ops and Communications specialist and general team support where needed, including SABF Director.

Key Outputs

Assisting the SABF Team with administrative duties including:

- Beneficiary payments with Programme specialists (response within 24 hours confirmation of receipt, tracking of payment requests, 14 days payment terms and prioritise urgent request during disbursement windows).
- Annual Beneficiary contract administration (sending out, reviewing, collecting, and uploading).
- Updating existing special project contracts as well as new ad hoc special projects.
- Contract administration for approved beneficiaries after SIF investment committee meetings where needed with guidance from SIF team.
- Ordering and distributing merchandise for programmes, marketing and events.
- Responding to queries from the public (website and telephonic).
- Grant Management System-related comms from applicants and beneficiaries management.
- SABF loan administration including, disbursement, reminders and follow-ups in terms of project write-offs.
- Responsible for department filing integrity on SharePoint.
- Assisting with the annual BBBEE verification process, AFS and any other internal audits as required.
- Ad hoc programme support during peak times.
- Event support with guidance and as needed from the team.
- Setting up investment committee, board, and Credit Committee meetings, reminders, follow-up on attendance, board packs to trustees where necessary, printing and binding).
- Draft and distribute minutes of all investment committee and board of trustees' meetings, credit committee meetings – IC 2 x year – in a month and Board meetings.
- General administrative activities for SABF. Including but not limited to Birthday charts, Calendar management, Stationery orders, Courier and birthday gifts, etc.
- Liaising with Trustees regarding documentation requirements and follow-ups.
- Opening monthly reporting for Tholoana / SIA quarterly reporting / FFIP Quarterly reporting.
- Financing for Impact Programme coordinating the scheduling of annual reporting case study interviews with beneficiaries.
- Financing for Impact Programme Invoicing collation for reporting.
- Financing for Impact Programme assistance to Fetola and LEAD Team where applicable.
- Financing for Impact Programme Preparation and management of FFIP application packs.
- Financing for Impact Programme Providing support for the FFIP Schedule of Evidence.

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 5 years of administrative experience gained supporting a team.
- System-related management experience.
- Computer literacy – MS Word, Excel and PowerPoint, Intranet, SAP.
- Events experience preferable.

How to apply

Interested applicants should submit the following by e-mail to vaneshree@ngorecruit.com quoting reference number: **NSB012**

- 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: **4 February 2025**

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](#).