

Company: Great North Business Incubator (GNBI)

Details: The Great North Business Incubator (GNBI) was conceived as an economic engine to enhance Limpopo province's economic development through agro-processing and food technology, textile and leather technology, manufacturing of construction material, plastic technology, wood technology, plastic technology, metal fabrication and waste management (environmental industries). GNBI seeks to appoint a Fundraising and Events Coordinator to be based in Pretoria

Requirements:

Three years successful fundraising and events coordinator experience in a comparable non-profit setting, development experience highly desirable and preferred
Undergraduate degree required
Oral and writing communication skills
Highly motivated and able to work independently
Self-confident, adaptable and able to work collaborative with and garner the respect of board of directors, staff, variety of community leaders, volunteers and donors
Networking skills
Presentation skills
Proposal writing skills
Marketing and sales skills
Project management skills
Own vehicle and a valid driver's license required

To apply, forward CV with copies of your certified academic transcripts, ID and certificates to joseph@gnbi.co.za

Link: www.gnbi.co.za

Closing Date: 15 September 2017



Company: John Snow, Inc and JSI Research & Training Institute
Position: Learning management System Helpdesk Technician

Details: The above role will be responsible for providing online support to users of the web-based learning management system (LMS) for a Voluntary Medical Male Circumcision (VMMC) training program maintained by the AIDSFree Project. This position provides technical support to learners, troubleshooting system and user issues, and serves as a technical resource on the LMS. The helpdesk technician will support the LMS for South Africa as well as the region. This position will be based in Pretoria and report to the LMS Senior Strategist.

Requirements: BSc or BA in Information Technology, Computer Science or relevant field is an essential requirement; 1 to 2 years experience as a help desk technician is an essential requirement; Demonstrable ability to diagnose and resolve basic technical issues will be an essential requirement; Tech-savvy with working knowledge of LMS applications such as Cornerstone or other web-based systems will be an essential requirement; Excellent written and verbal English skills are an essential requirement; Demonstrable experience with health IT system roll-outs and help desk support will be an added advantage; Solid understanding of computer systems, mobile devices and other technology products will be an added advantage; Demonstrable excellent communication skills, customer-oriented and cool-tempered personality will be an added advantage.

Link: <http://jsi.com/JSI/Internet/Careers/Index.cfm>

Closing Date: 6 September 2017

Company: SaveAct
Position: Regional Coordinator
Location: Matatiele

Details: The Coordinator will manage the day-to-day operation of the savings, enterprise, and social enterprise programmes. This is a mid-management position that requires a methodical and well organized person with an eye for detail, and a hands-on approach to the supervision of teams working in the field. The job requires a mature and responsible person with the skills to establish and maintain a professional office culture with a strong work ethic. Reporting to the Programme Manager, the Coordinator will be responsible for the organization, management, coordination, and supervision of day-to-day operations in the savings and enterprise programmes, and oversight of the social enterprise.

Responsibilities: Supervise Field Officers and Enterprise Development Officers working in different teams to deliver integrated programme results
Create and maintain high levels of organisational efficiency, communication and coordination in an effective, productive and pleasant work environment

Requirements: Organization, administration, communication and reporting skills
Proven work experience as a project manager, coordinator, senior administrator, or similar role
An ability to interpret work plans and prepare schedules and step-by-step activity plans
An understanding of project work and dynamics in rural areas
An ability to manage teams and team members and provide support
Basic accounting/bookkeeping skills
The ability to write clear and concise reports for management.

To apply, submit your CV, covering letter, motivating your suitability, three references with contact details to info@saveact.org.za

Link: www.saveact.org.za

Closing Date: 5 September 2017

