



Africa Foundation and Youth Employment Services (YES) Programme is Hiring

Positions: Office, and Administration Support
Region: Johannesburg, South Africa
Location: Sandton, Gauteng
Duration: 12 months (01 May 2024 - 30 April 2025)
Closing date: 08 March 2024
Job type: Fixed-term

Company description:

Africa Foundation is committed to sustainable development by focusing on projects within the areas of Education, Healthcare & Clean Water, Environment & Conservation, Small Business Development and Youth Empowerment. Within the Youth Empowerment programme there will be opportunities for unemployed youth to be offered placements. The Work Experience opportunity is a joint programme of Africa Foundation, andBeyond, Nedbank, Yes4Youth and the communities where Africa Foundation operates. Must be a proven resident of any of the Specified Africa Foundation communities in Johannesburg North, South, East and Westrand.

The main aim of the programme is to empower unemployed youth by offering them a first chance at a quality, paid work skills for the period of 12 months. The work environment is project and programme oriented, which gives the individual a chance to develop their professional skills. Candidates will be assigned by a supervisor who will manage the applicant in several key business areas. We are looking for self-motivated team individuals who are passionate about environmental issues and community empowerment.

Role requirement:

Applicants must have the following:

- Matric certificate necessary
- Advantageous - Degree/Certificate/Diploma in 1 of the following related fields; Business Economics/Administration, Human Resource, Operations and Finance, Marketing & Communication, Environmental Science, Agriculture, Social Science, and Accounting or other related.
- Need to be prepared to make daily trips to Sandton.
- Must be between the age of 18- 27 years before start date 01 May 2024.
- Must be black and South African citizen as per BBBEE code.
- Must be unemployed as of 01 May 2024.
- Must NOT be a previous YES4Youth placement.

Marketing and Communication.

- Collaborate with the allocated project manager and supervisor to develop and execute marketing content to promote tourism, community development and conservation efforts.
- Skills to get into the details, proofread and edit content before publishing.
- Work with the marketing department to get an understanding of the short term and long term marketing targets and then develop content strategies accordingly.
- Monitor the increase in traffic due to new content and take actions accordingly to improve the traffic metrics.
- Brainstorming and suggesting new ways to improve the traffic by tapping into new platforms and channels.
- Ensure that the content is compliant with the copyright and data protection laws Assist the communications team in fundraising campaigns.
- Excellent time management and planning skills to ensure meeting deadlines.
- Producing marketing copy to advertise and promote the programme.
- Produce and update profiles as needed.
- Produce interesting stories about specified andBeyond communities, nature environment and AF Programmes.

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- Provide marketing strategy ideas.
- Provide marketing research.
- Assist facilitators/coordinators in collecting accurate baseline data.
- Assist with coordinating programme events and workshops as needed.
- Assist with content creation, including writing articles and blog posts, creating digital media, and producing multimedia content for marketing platforms.
- Provide assistance in other areas of marketing, as required.
- Weekly and monthly report/ progress update.

Small Business Administrator:

- Day to day office management and administration assistance to the Hustle Economy Programme Management Unit.
- Travel arrangements (flights, accommodation, Car hire, etc.) for the staff meetings, workshops, and events.
- Assist in managing Programme databases daily.
- Assist in collecting Programme reports from regions on a weekly/monthly basis.
- Implement and improve the program management processes.
- Document management and filing, including electronic filing.
- Perform work-related errands, including shopping etc.
- Arrange and take notes for the meetings.
- Maintain office supplies and equipment inventory as required.
- Any other duties as required by Africa Foundation.

Development Programme Assistance:

- Collaborate with the team to plan, execute and assess programs and events.
- Provide support for program activities, such as preparing materials and resources, coordinating logistics, and communicating with participants.
- Assist with program outreach efforts.
- Collaborate with internal teams to ensure programs align with organisational goals and objectives.
- Perform industry research to stay up-to-date with best practices and inform the development and enhancement of programs.
- Maintain accurate and up-to-date program records and data.
- Assist with budget management and reporting.

Administration

- Timely, accurate administration for project / program documentation, such as reports, minutes, databases, etc.
- Record capturing and storage.
- Scheduling of meetings, activities inclusive of projects requirements.
- Assist the regional office with any ad-hoc activities as required.
- Assist the Supervisors and Youth with planning and data management.
- Assist Youth and the Supervisors to produce reports on a weekly and monthly basis as required.
- Ensure all the program documentation are filed properly and accurately.
- Create and Manage templates to ensure proper flow of the program data.
- Implement cross-organizational data capturing and administration and the filing of documentation.
- General office procurement administration.
- Administrative support to regional teams, as required.

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Operations and Finance:

- Organize monthly check-in meetings for the following regions South Africa, Mozambique, & Botswana.
- Travel to the regions when required.
- File documents to their respective folders (these include bill of quantities, budgets, project kick-off, contract agreement and any relevant documentation).
- Background in Excel.

Future Leaders Programme:

- Manage and update SharePoint filing system on weekly basis.
- Support with image library filing system and tagging.
- Support in procurement process.
- Support Project Manager in coordinating environmental education material development.
- Assist with the coordination and compilation of reports for relevant stakeholders.
- Support internal team with administrative tasks such as minute taking, PowerPoint presentation creation and ad hoc requests from team.
- Provide coordination and logistics support for other relevant activities as assigned.
- Implement cross-organizational data capturing and administration and the filing of documentation.
- Developing and implementing educational content.
- Developing educational materials, conducting research, presenting workshops and trainings.
- Providing students with a supportive, encouraging, and inspirational learning environment as to promote the mental health and wellbeing of all students.
- Create and Manage templates to ensure proper flow of the program data.

If you meet the above requirements, please send application via email BEFORE 8 March 2024. Email address: JHBapplication@afsouthafrica.org

Successful applicants will be contacted telephonically. If you do not receive any feedback within 2 weeks, please take it that your application has been unsuccessful.

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