



**Moshal Scholarship Program
Careers Coordinator, South Africa (Cape Town)
Job Description**

Background

The Moshal Scholarship Program (MSP) is a non-profit company that provides scholarships and other skills to around 500 determined and financially disadvantaged students to attend university in South Africa. See our Program video on youtube

<https://www.YouTube.com/watch?v=waTQGyALttg> and visit our website www.moshalscholarship.org.

One of the MSP's KPIs is to assist our Scholars to get quality, well-paid jobs within 3 months of graduating. This is to ensure our graduates are positioned to support their own families and their communities in future, thereby "paying it forward" rather than paying MSP back.

Due to an internal promotion, we are looking for a Careers Coordinator for the Program in South Africa, based in Cape Town.

The 5 key areas of responsibility for the Coordinator are as follows:

- (i) Work readiness and placement**
 - a. Work closely with the Final Year Students (FYS) due to leave university, in order to assist them to achieve the best positions possible in 2020/2021. This entails quarterly face to face meetings as well as on-going remote support.
 - b. Work closely with university careers offices to understand and leverage off, the training and opportunities available to our students.

- (ii) Corporate Relationships**
 - a. Continuously meet with new and existing corporates to build our brand in the corporate market and establish and grow relationships for the placement of our graduates.

- (iii) Supporting the Alumni Association**
 - a. Work with our Head of Careers and Alumni, to grow the Alumni Association in the Eastern and Western Cape, define its priorities, and prepare its plan and budget accordingly.
 - b. Provide support to the Alumni Association to meet regularly and ensure their active engagement with Alumni, including ensuring that the alumni database is constantly updated.

- c. Develop the coaching and mentoring aspects of the MSP's support for career development by its alumni in the EC and WC.
- d. Actively engage the alumni in supporting activities of the MSP, ranging from their assistance in selection, bootcamps, induction weekends, annual events, speaker panels, mentoring, tutoring and other activities in the region.

(iv) Mentoring Program

- a. Develop the strategy for, and coordinate implementation of, a mentoring program for the EC and WC. Mentoring could include early career mentoring for new alumni or mentoring of final year students as they seek to enter the world of work. This would include learning lessons from the pilot conducted in 2015-2016. It would also involve exploration of opportunities for partnering with external organisations either currently in, or looking to enter, the mentoring space.

(v) Contribute to, and Implement the medium and long-term Careers Strategy

- a. Contribute to and implement a strategy supporting job search and placement of MSP graduates (with science, medicine, commerce, IT, law and engineering degrees from 9 SA universities).

This strategy includes, but is not be limited to:

1. developing existing, and building new, relationships with corporates and other employer organisations across a menu of possible areas of collaboration (employment, internships, mentoring, etc).
2. continuously reviewing, redefining and enhancing the existing training and coaching offered to our students for job search and placement, taking into account value for money and return on investment considerations.
3. facilitating access for Moshal Scholars to potential positions. through direct networking, the use of online tools (LinkedIn, website etc.) and other mechanisms.
4. Regularly testing the demand for graduates by the market, hard and essential business skills needed, and salaries being paid, and adjusting our selection and training activities accordingly.

Other areas of responsibility include:

- Contributing towards the team's overall strategy to grow and strengthen the brand of the MSP among corporates and partners, and particularly potential employers and alumni in the Region.
- Be an academic resource for FYS students during their post-graduate year of study to understand and mitigate any barriers to graduation and entering the workplace.

- Stay abreast of latest trends in student and employer circles by attending workshops, conferences and conducting own research
- Provide support to the Country Manager, Head of Careers and Alumni and Program Coordinators in the local area, particularly in respect of planning selection weekends, bootcamps, inductions and annual events. Co-ordinating industry panellists for the national and regional Corporate Breakfasts will make up a large part of this role.
- Planning, facilitating and hosting regional Corporate Breakfasts
- Ensure SMART measurement of the Careers Program, to be able to both track our effectiveness in achieving our employment KPIs, and to track progress of our Alumni, among other aspects of Monitoring and Evaluation deemed appropriate
- Participate in the overall MSP strategy development, annual planning and budgeting processes, and other administrative activities on an on-going basis
- Updating dashboards and CRM on a regular basis and analysing data as needed to inform decisions on how to improve performance on the careers side
- Work (virtually and occasionally in person) with the Careers Coordinators in other countries, particularly Israel, to coordinate activities and learn from each other
- Develop and participate in the networking and marketing of the MSP with other scholarship programmes, relevant formal networks and conferences
- Ensuring that the MSP disaggregates its offerings to students and employers sufficiently by sector, year and region where necessary to achieve employment and other objectives.

Candidate Profile

At least an undergraduate degree

At least 10 years' experience with HR/Leadership Development/Talent/Graduate Management in a Company with a wide client base

An excellent professional and personal network with potential employers of MSP scholars

Excellent communication skills across a range of audiences, including facilitation of student workshops

Exceptional attention to detail

An ability to work in a team and independently and show initiative

A self-motivated person who focuses on goals and deliverables

Someone interested in "making a difference"

The ability to conceptualize strategically and implement operationally

Actively staying abreast of relevant trends within the graduate landscape

Job Requirements

This role requires the new incumbent to travel to JHB/ Dbn/ Eastern Cape for a minimum of **1 week per month** i.e. 12-15 local trips annually

Salary commensurate with experience and sector

4 days per week based in Cape Town (some of this time will be weekend and evening work)

Must be prepared to travel within SA: This role requires the new incumbent to travel to JHB/ Dbn/ Eastern Cape for a minimum of **1 week per month** i.e. 12-15 local trips annually and one international trip

Must be prepared to work from home/ remotely/ on-campus

Please send (a maximum two-page) CV and concise cover letter to Jodi Bailey (Moshal Country Manager) at cm@moshalscholarship.org by *Friday 20 March 2020*