

## **Job description: SA Western Cape Coordinator for Moshal Scholarship Program**

The Moshal Scholarship Program is looking for a highly motivated and capable person to coordinate the WC component of the Moshal Scholarship Program. The main responsibilities of the person would be to (i) provide psycho-social support to the Moshal Scholars, (ii) to implement the training program in the region and (iii) develop and maintain the relationships with the universities and other key partners in the region.

### **Responsibilities:**

- Develop and maintain relationships with the Financial Aid Departments and Admissions Departments at universities in the region
- Develop and maintain relationships with partner NGOs, relevant private organisations and similar Foundations in the region
- Lead selection of students for scholarships in the region and integration of new scholars into the Program
- Provide psycho-social support through group and one to one meetings with first and second year students and those in later years that require specific assistance
- Refer senior students for career development support to the Career's Co-ordinator in the team
- Ensure the students' data and academic performance information is obtained from students and universities and included in our CRM as required for tracking and monitoring purposes
- Provide financial inputs to budgets and financial reporting as and when required
- Liaise with Moshal Scholarship staff, partners and universities regarding any financial transactions or other administrative actions necessary to ensure smooth functioning of Scholarship Program in the region
- Take lead role in defining and organising the training program for Moshal Scholars in the region
- Take lead role in organising events for Moshal Scholars in the region, and supporting the organisation of the annual Event
- Actively contribute to the social media for the Moshal Scholarship Program
- Support the development and management of relationships with organisations for the recruitment of Moshal Scholars
- Support the development of Moshal Scholars alumni network in the region
- Participate as Moshal Scholarship Program representative at various partner events in the region
- Develop relationships and network with other similar scholarship providers in the region in order to ensure cross-fertilisation, benchmarking and continuous learning for the Moshal Scholarship Program
- Other office management and administrative tasks as and when required
- Work closely with the SA Country Manager and the Careers Coordinator.

Profile:

- A university degree, preferably in psychology and/or sociology
- at least 10 years' experience in education, facilitation, coaching or related fields
- excellent people and team skills
- excellent organisational skills
- excellent administration skills and multi-tasking ability
- self-motivated to work alone or in a team as necessary
- able to manage a range of tasks simultaneously
- MS word, powerpoint and excel skills
- Existing skills or willingness to learn to use a database programme and website CMS
- passionate about education and improving the lives of disadvantaged South Africans

Terms:

- 1-year consulting contract with 3-month probation period, renewable annually upon satisfactory performance
- 32 hours per week
- located in CT
- flexible working arrangements and leave
- willingness to travel quarterly within country and 1-2 x per year overseas

Please send CV's to [jodibailey@moshalscholarship.org](mailto:jodibailey@moshalscholarship.org)