



**Moshal Scholarship Program
Careers Coordinator, South Africa (Johannesburg)
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.

We are looking for a Careers Coordinators for the Program in South Africa, based in Johannesburg.

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

- (i) Work readiness and placement for 2019 Cohort**
 - A) Work closely with the Final Year Students (FYS) due to leave university at the end of 2019, in order to assist them to achieve the best positions possible in 2019/2020. 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**

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 Alumni to grow the Alumni Association in South Africa, 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.
- d. Actively engage the alumni in supporting activities of the MSP, ranging from their assistance in selection, induction weekends, annual events, speaker panels, mentoring, tutoring and other activities.

(iv) Mentoring Program

Develop the strategy for, and coordinate implementation of, a mentoring program for the Program. 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 2019-2021 Careers Strategy

- a. Contribute to and implement a 2019-2021 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:

- a. developing existing, and building new, relationships with corporates and other employer organisations across a menu of possible areas of collaboration (employment, internships, mentoring etc).
- b. 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 or return on investment considerations.
- c. facilitating access for Moshal Scholars to potential positions. through direct networking, the use of online tools (LinkedIn, website etc.) and other mechanisms.
- d. Regularly testing the demand for graduates by the market, hard and soft 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.
- Be an academic resource for FYS students during their post-graduate year of study to understand and mitigate any barriers to graduation.
- Stay abreast of latest trends in student and employer circles by attending workshops, conferences and conducting own research

- Provide support to the Country Manager and Program Coordinators in South Africa in other areas, particularly in respect of planning selection weekends, inductions and annual events. Co-ordinating industry panellists for the Annual Corporate Breakfast will make up a large part of this role.
- Ensure SMART measurement of the Careers side of the 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 Management in a Company with a wide client base

An excellent personal network with potential employers of MSP scholars

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

An ability to work in a team and show initiative

A self-motivated person who focuses on goals and deliverables

Someone interested in "making a difference".

Job Requirements

Salary commensurate with experience and sector

4 days per week based in Joburg (some of this time will be weekend work)

Must be prepared to travel within SA and one international trip per year

Must be prepared to work from home

Please send cv and cover letter to Jodi Bailey (Moshal Country Manager) at cm@moshalscholarship.org