Vacancy

Operations Manager

Description of position:

The successful candidate will take responsibility for the Towers of Hope operations by managing the appropriate staff, programs and projects through the effective execution of his / her tasks in the following key areas:

- **SERVING**: Ensuring the optimal functioning of the Food, Clothing, Medical and Street-youth programs by overseeing and guiding the designated staff and volunteers

- **EMPOWERING**: Developing the business components of the Proud Clean Bloemfontein (PCB) teams, and Thessa Production (sewing & needle-work) by overseeing the designated staff, program participants and volunteers; and by engaging with partners, clients and prospective clients

- Engaging professionally with donors, partners, supporters pertaining to these program as and when needed

- Ensuring the management of the facilities and move-able assets of the Towers of Hope, and make certain the correct procedures are followed with all and every donation

- Fills in for the Managing Director (MD) as and when needed

Requirements:

- Embracing of the vision, mission and values of **Towers of Hope**

- Availability to work outside regular office-hours as and when required

- Proven abilities in the management of people and programs

- Confirmed computer competency in MS Word, Excel, PowerPoint, Internet, Outlook

- Excellent interpersonal skills (especially cross-cultural communication)

- First-rate communication skills (verbal and written) in English

- Ability to work in a team as well as independently

- Be in possession of a valid South African driver's license
Recommendations:

- Competency in Afrikaans
- Competency in seSotho and / or seTswana
- Grade 12 and at least a three (3) year applicable post-matric qualification
- Five (5) years’ experience of people- and program management
- Own transport

Remuneration and starting date will be finalized with the successful applicant. The appointment is initially for a one (1) year contract. The board of trustees is under no obligation to fill this position.

All applications must be accompanied by the following:

- A cover-letter introducing yourself as well as your motivation for your application
- A shortened Curriculum Vitae with photo (max 3 pages)
- A complete Curriculum Vitae with at least 3 recent referents

On request, certified copies of the following must be available:

- Relevant qualifications
- Identity documents
- South African driver’s license

Applications must reach us before 17:00 MONDAY 5 FEBRUARY 2018 at either our Towers of Hope office (Two Tower Church, 37 Henry St, Bloemfontein), or via e-mail at dlh@towersofhope.org / dyleroux@telkomsa.net

ENQUIRIES: Rev De la Harpe le Roux (083-232-1051 / 051-430-4274 / dlh@towersofhope.org)