IKAMVA LABANTWANA BETHU

Supporting learning, opportunity and child wellbeing

Branch Administrator

LOCATION **Paterson** | **PROGRAMME / FUNCTION** **Administration and High School Club**

About Ikamva Labantwana Bethu

Ikamva Labantwana Bethu is a community-based non-profit organization operating in the Western Cape (Crossroads and Nyanga) and Eastern Cape (Paterson and Tarkastad). The organization is committed to transforming communities affected by poverty, crime, and social challenges into safe, thriving, and sustainable environments.

At the heart of its work is a commitment to improving the lives of children and young people through access to quality education, skills development, foster care support, and employment creation initiatives. Ikamva Labantwana Bethu empowers children to reach their full potential while equipping out-of-school youth with practical life skills, vocational competencies, and opportunities for economic participation.

Position purpose

Provide accurate administrative support to the Paterson branch and coordinate the practical operation of the High School Club.

Role context

The Paterson Branch Administrator supports daily operations and has a specific responsibility for coordinating High School Club activities. Accurate records and clear follow-up help the site maintain continuity as young people move from primary to secondary education.

Key responsibilities

Programme and day-to-day delivery

- Maintain branch records, programme registrations, attendance, correspondence and reliable filing systems.
- Manage appointments, office enquiries, supplies, routine purchasing documentation and administrative calendars.
- Coordinate High School Club session timetables, attendance, learning resources and communications with participating learners.
- Support supervised study, enrichment logistics and facilitator coordination for High School Club activities.

Coordination, safety and service quality

- Assist with monitoring data capture, reporting templates, monthly summaries and quality checks on submitted records.
- Arrange rooms, equipment and resources for programme sessions, meetings and community events.
- Protect learner and staff information and maintain appropriate document access controls.
- Refer learning or welfare concerns to the relevant education or social-service professional.

High School Club administration and learner tracking

- Maintain High School Club registers, meeting schedules, participant contacts, activity plans and event notices.
- Coordinate study support, career-guidance talks, guest sessions and relevant learner opportunities with authorised programme staff.
- Track key administrative milestones for learners transitioning to or attending secondary school, within available programme scope.
- Record consent and the approved use of learner photographs or personal information for activities, communication and reporting.
- Reconcile attendance records and source forms before supplying programme data to central monitoring staff.
- Prepare site correspondence, purchase requests, equipment registers and minute or action lists for branch meetings.
- Ensure sensitive matters involving young people are referred to the appropriate person instead of investigated by administration staff.

Expected results and service standards

- The High School Club has well-coordinated activities and complete records.
- Programme information is accurate and safely stored.
- Branch correspondence and routine administrative work are completed reliably.

Minimum requirements and experience

- Matric; administration or office-management qualification is advantageous.
- At least one year of office, community programme or school administration experience.
- Practical competence with Word, Excel, email, digital registers and document organisation.
- Ability to plan student-club activities and communicate respectfully with teenagers and caregivers.
- Strong attention to detail, time management and confidentiality.
- Ability to organise youth activities and maintain systematic participant records and follow-up logs.

Core competencies

Reliable follow-through; learner engagement; organisation; accurate records; service orientation.

Working relationships

Works with the Branch Coordinator, High School Club facilitators, tutors, schools and central administration/M&E teams.

Safeguarding, confidentiality and professional conduct

All personnel must protect the dignity, privacy and rights of children and young people; maintain appropriate professional boundaries; follow ILB's safeguarding, incident-reporting and confidentiality processes; and complete suitability checks applicable to their duties. Concerns about abuse, neglect or exploitation must be referred promptly through authorised channels, not investigated informally by unqualified staff.

How to apply

- Interested candidates are invited to apply by submitting a comprehensive CV and a motivation letter via email to ikamvajobs@ikamvalabantwana.org
- Applications must be received no later than 11 December 2026 at 12:00 PM. Late applications will not be considered.
- Only shortlisted candidates will be contacted. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful.