IKAMVA LABANTWANA BETHU

Supporting learning, opportunity and child wellbeing

Branch Administrator

LOCATION Tarkastad | **PROGRAMME / FUNCTION** Administration, M&E and Barista Training

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

Ensure effective branch administration and provide dependable monitoring, reporting and training-logistics support, including the local barista skills programme.

Role context

The Tarkastad Branch Administrator supports education and youth programme records while coordinating barista training arrangements. The role includes monitoring and evaluation administration, but does not substitute for a qualified assessor, trainer or social-work professional.

Key responsibilities

Programme and day-to-day delivery

- Maintain learner, attendance, programme, staff and operational records using approved filing and data-entry systems.
- Support monitoring and evaluation by checking completeness of forms, capturing results and compiling routine indicator summaries.
- Coordinate calendars, correspondence, enquiries, meetings, supplies, petty cash records and approved procurement paperwork.
- Organise barista training logistics, session registers, equipment bookings, training materials and participant communication.

Coordination, safety and service quality

- Maintain records of barista training participation, assessments and completion documents supplied by authorised trainers.
- Support partner visits, programme events and the preparation of funding and management reports.
- Protect confidential beneficiary and personnel information, limiting access to authorised staff.
- Escalate data discrepancies, operational incidents and safeguarding concerns promptly to the branch coordinator.

M&E data quality and training administration

- Maintain a well-organised participant database or equivalent register covering registration, consent, attendance, activity dates and completion status.
- Check weekly registers against signed source forms, follow up missing information and flag improbable values before preparing summaries.
- Prepare simple monthly tables showing sessions delivered, participation, retention and training progression for management review.
- Coordinate barista training rosters, equipment access, materials, participant notices and assessment-day logistics with the authorised trainer.
- Track issuance and custody of training materials, certificates or completion evidence without certifying competence independently.
- Maintain petty cash, invoices and procurement documentation in line with approved finance limits and segregation of duties.

- Handle complaints and welfare information discreetly, directing sensitive cases to the branch coordinator or social worker.

Expected results and service standards

- Branch and training data are complete, traceable and submitted on schedule.
- Barista activities are well organised and participant records are accurate.
- Administrative and finance documents are controlled and readily retrievable.

Minimum requirements and experience

- Matric; an administration, office management, data capture or business-related certificate or diploma is advantageous.
- At least one year of relevant administrative experience, preferably in a school, NGO or training environment.
- Practical Word, Excel, email, document management and accurate data-entry skills.
- Ability to coordinate training schedules and maintain monitoring records with strong attention to detail.
- Good communication, organisational skills and service-focused professionalism.
- Ability to reconcile data from registers and spreadsheets and explain the difference between activities, outputs and outcomes.

Core competencies

Accuracy; planning; confidentiality; coordination; data quality; responsive communication.

Working relationships

Works with the Branch Coordinator / Social Worker, programme facilitators, barista training personnel, central M&E and finance staff.

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.