IKAMVA LABANTWANA BETHU

Supporting learning, opportunity and child wellbeing

Programmes Officer

LOCATION Central Team | **PROGRAMME / FUNCTION** Programme Coordination and Delivery

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

Coordinate cross-branch programme planning, implementation support and reporting so ILB services are delivered consistently and improve through learning.

Role context

The Programmes Officer supports cross-branch implementation, helping turn ILB's programme plans into coordinated calendars, practical tools and consistent reporting. The role is operational and quality-focused, not a substitute for branch leadership or a registered social worker.

Key responsibilities

Programme and day-to-day delivery

- Turn annual programme priorities into site-level implementation plans, activity schedules and tracking tools.
- Maintain regular communication with coordinators and facilitators regarding delivery progress, training and support needs.
- Coordinate workshop content, shared resources, community events and operational programme logistics.
- Review branch attendance, activity reports and milestone records for completeness and follow up on gaps.
- Support MEL data collection, routine analysis and periodic programme reflection meetings.

Coordination, safety and service quality

- Assist with programme budgets, purchasing requests, donor deliverables and delivery risk reporting.
- Coordinate referrals and cross-programme cooperation while respecting the boundaries of specialist social-work practice.
- Support partner visits, staff induction and implementation of approved programme standards.
- Identify and escalate learner protection, safety and service quality concerns promptly.

Cross-site delivery coordination and quality improvement

- Maintain a consolidated view of programme timetables, activities, training events and reporting deadlines across branches.
- Develop simple and usable planning templates, attendance tools, implementation checklists and action trackers.
- Conduct structured check-ins or authorised site visits to identify barriers such as staffing gaps, insufficient materials or timetable conflicts.
- Support facilitators and coordinators in documenting session quality, lessons learned and adaptations to programme delivery.
- Compare planned activities with recorded delivery and raise variations early instead of waiting for the end of a reporting period.
- Coordinate approved learner or youth events, partner engagements and programme logistics that span several teams.
- Prepare concise management summaries of achievements, operational risks and next actions, with appropriate evidence and data safeguards.
- Oversee and safe guard organizational resources and parents meetings

Expected results and service standards

- Branches receive timely, practical support with programme planning and problem-solving.
- Delivery reports are complete and based on traceable programme records.
- Recurring operational issues lead to documented and followed-through improvements.

Minimum requirements and experience

- At least two years of programme coordination experience, preferably in an NGO, school or youth-development setting.
- Strong work planning, data capture, progress reporting and stakeholder communication.
- Experience coordinating activities across multiple teams or sites is advantageous.
- Competence with spreadsheets, shared documents and scheduling tools.
- Comfortable coordinating programmes in more than one setting and translating data or field observations into practical action.

Core competencies

Coordination; follow-through; quality control; collaboration; practical problem-solving; organised reporting.

Working relationships

Works with the Head of Programmes, branch coordinators, facilitators, administrative staff and MEL/finance colleagues. Report to Head of Programs and Executive Director.

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.