

ASSISTANT DIRECTOR: EDUCATION OFFICER

Description

SALARY LEVEL 9: R 444 036 .88 PER ANNUM

REF: EO/LP10/2024

Requirements: Grade 12/equivalent. Bachelor's degree in social sciences or Bachelor of Arts or /Equivalent. Driver's License. A minimum of 4 years' experience as an outreach practitioner and a community-based practitioner with engagement facilitator experience. Fluent in Sipeedi, Xitsonga and Tshivenda language.

Professional Knowledge: Analytical skills, Teamwork skills, Stakeholder Management. Negotiation and Advocacy skills. Strong communication skills. Presentation skills.

Duties:

- Facilitate the management of gender transformation training initiatives as per the project plan.
- Collaborate and liaise with various CGE stakeholders for various public education and information initiatives.
- Develop and co-ordinate gender education and information programmes.
- Develop and conduct gender engagements, information programs, campaigns, outreaches, and workshops.
- Implement operational plan for the department.
- Conduct presentations on gender related initiatives.
- Conduct situational analysis, research trends, and share with management of identified gender related trends.
- Conduct feedback and engagement assessments from stakeholders through impact assessment methods.
- Contribute towards the content collation processes, and production thereof for various transformational initiatives.
- Develop monthly and quarterly reports, together with interventions reports.
- Draw up various databases of stakeholders for different sectors.
- Travel to various areas as per the need to manage gender related initiatives.
- Disseminate education and information material on behalf of the institution.
- Manage PEI resources within the province.
- Coordinate the CGE transformative events as per the standards.
- Perform other duties as required.

Applications

It is mandatory that an applicant submit the following:

- Motivational letter and Comprehensive CV.
- Certified copies of ID and Qualifications.
- Telephone details and e-mail addresses of three contactable referees.

The above-mentioned documents must be sent via email to: recruitment@cge.org.za.

Correspondence will be limited to the short-listed candidates only. Applicants with a foreign qualification must submit a SAQA evaluation report of their qualification. The

Hiring organization

Commission for Gender Equality

Job Location

CENTRE: LIMPOPO OFFICE
-POLOKWANE

Date posted

November 8, 2024

Valid through

22.11.2024

CGE reserves the right not to fill this advertised position. The CGE is an equal opportunity, affirmative action employer committed to the achievement and maintenance of fair representation (race, gender, and disability). Whites, Coloureds, Indians and persons with disabilities are encouraged to apply. Shortlisted candidates will be subjected to background checks and psychometric assessment.

For enquiries (Not Applications), contact Ms. Mesele Matlala – HR Manager at Tel: 011 403 7182.

Closing date: 22 November 2024

No late applications will be accepted.