



Tel +27 51 430 4274 | 37 Henry Street | Bloemfontein | 9301 | South Africa
info@towersofhope.org | www.towersofhope.org | Follow us on Facebook - Towers of Hope

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

Towers of Hope Trust (IT 31/2010) | 095-534 NPO | 930 045 808 PBO

Trustees: Rev C D Jaftha (Chairperson) | Rev R I Mosala (Vice-Chairperson) | Me J C du Preez (Human Relations)
Prof T A Rasengane | Mr. D J Wepener | Mr. D P Rossouw | Prof L J S Botes | Dr G van der Watt | Mr. P H van Rooyen

BANKING DETAILS: First National Bank | Brandwag 23-05-34 | 622-5838-9602



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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 / dvleroux@telkomsa.net

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

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