

NETwork Hub Coordinator Job Description

NETwork aims to assist foreigners to become established in Cape Town and to become economically active. It will operate as a welcoming and accessible hub in the central location of 134 Main Road, Wynberg. NETwork will provide access to:

1. **Basic services** to assist people in getting started.
2. **Information** in terms of news, accommodation, jobs, education, and skills development.
3. Work **learning** opportunities through NETwork Journey curriculum
4. Linkage to a **job opportunities** portal once verified by a completed Journey.

Period of contract: 1 year fixed term contract with renewal subject to funding availability.

Reporting to the Project Leader Andre Ntambwe

Goals of Hub Coordinator:

1. To assist in the implementation of a project plan to establish the NETwork facility at 134 Main Road, Wynberg venue to enable delivery of NETwork services defined in NETwork project plan.
2. To work with Andre in assisting current and new clients with their needs to become established and find employment.
3. To assist in the coordination and delivery of a workshop diary.
4. To communicate with volunteers and coordinate volunteer opportunities.
5. To develop and implement a process of engaging with potential employers and sourcing job opportunities.
6. To be a part of the IT system management and ongoing development.
7. To be a part of the development and implementation of a marketing and communication strategy.
8. To assist with the reporting of NETwork in terms of success indicators.
9. To assist in developing operating policies and procedures for NETwork
10. To develop and manage a system of information gathering and storage and to enable clients to access relevant information.
11. Manage the ongoing research and development for NETwork to enable improved service delivery and results.

Skills requirements:

- Previous project management experience working toward time and goal driven targets.
- A vibrant, people-orientated person.
- Good problem solving skills and a capacity to seek best solutions for specific needs.
- Ability to work well within team as well as being highly self-motivated.
- Resourceful and ability to find creative solutions.
- Excellent communication skills.
- South African or Foreigner with work permit
- Proficient in Microsoft office applications