



## **Vacancy**

### **Training Co-ordinator**

#### **“I read, I lead” Project: Umlazi District**

MIET AFRICA, an NGO working in education development, in partnership with the Umlazi Education District in KZN and the Zenex Foundation, will be implementing a two-year pilot project involving 10 secondary schools in the Umlazi District, to improve reading with understanding amongst Grade 8 and 9 learners.

We seek to appoint a training co-ordinator (TC) to provide training and support to a cluster of 10 secondary schools in the Umlazi District, KZN. The successful applicant will be responsible for the coordination and implementation of training and support activities aimed at improving reading with understanding (English First Additional Language - EFAL) amongst Grade 8 and 9 learners. The TC will, in collaboration with the Umlazi District EFAL subject advisors and MIET AFRICA's senior manager, work with a team of learner support agents (LSAs) who will receive training in supporting selected Grade 8 and 9 learners at the project schools to improve their EFAL reading and language.

The candidate we are looking for must be well versed in the CAPS for EFAL Senior Phase, have a passion for reading, and be creative in devising and implementing innovative strategies to improve reading with understanding. Experience in leading and working with a team of young peer mentors will be an advantage.

The pilot is a two-year project commencing 1 January 2022. This is a one-year contract position, with the possibility renewal for a second year.

#### **KNOWLEDGE AND EXPERIENCE REQUIRED**

- Tertiary qualification (graduate) in education with specialisation in language teaching
- Knowledge and experience in education: at least five years' experience in teaching English at secondary school level
- Thorough knowledge and understanding of the CAPS for EFAL, including assessment requirements
- A minimum of three years' experience in project coordination, facilitation of learning, and basic materials development
- Knowledge of basic monitoring and evaluation (data collection and management)
- Leadership and interpersonal skills
- Planning and organizational skills

- Good communication skills, both written and verbal including report-writing skills – candidates may be required to complete an assessment
- Ability to establish and maintain good working relationships with project partners (district officials including subject advisors, school principals, teachers and caregivers)
- Computer literacy (MS Office package)
- Valid and unendorsed driver’s licence, and a reliable vehicle

#### **KEY PERFORMANCE AREAS**

The training coordinator is expected to ensure effective project implementation by coordinating all activities, providing training, support and ongoing monitoring of the project.

#### **INTERESTED APPLICANTS SHOULD:**

Send an email, clearly stating “**Training coordinator: I read, I lead, Umlazi 2022**” in the subject line, and attach:

- 1) A letter of application, clearly stating the position
- 2) Curriculum Vitae (CV)
- 3) Copy of ID
- 4) Copy of work permit (if non-South African resident)
- 5) Copy of valid and unendorsed driver’s licence
- 6) Copy of qualifications
- 7) Copy of COVID-19 vaccination certificate

To: HR on [applications@miet.co.za](mailto:applications@miet.co.za)

#### **Note the following:**

The salary will be negotiated with the successful applicant.

Incomplete applications will not be considered.

MIET AFRICA reserves the right not to fill the post, or to re-advertise to widen the pool of applicants. It also reserves the right to do a complete verification of all information supplied.

**Closing date for applications: 15 December 2021**

**Only shortlisted candidates will be contacted.**