

INTERNAL/EXTERNAL ADVERTISEMENT: (Fixed Term Contract commencing 1st August 2010 – 31st May 2011)

National Manager: Arts & Culture National Office-Sandton

The New loveLife Trust is looking to recruit a suitable candidate to drive national arts, culture and heritage programme through the loveLife Campaign. The successful applicant would be required to fulfil the following primary functions in a professional manner and with technical excellence:

- Establish a compelling evidence-based programme rationale for Community Arts Centres.
- Develop national concept documents and marketing material.
- Write, edit, and assist in the graphic design of all Community Arts Centre programme manuals and tools.
- Conduct training needs analyses of loveLife implementers and identify relevant training outcomes
- Ensure all partnerships with loveLife are securely defined by Service Level Agreements and Memoranda of Understanding where appropriate.
- Manage a system of partner training and networking for loveLife's community implementers.
- Develop systems for tracking all materials distributed to hubs, and for managing ongoing repairs, maintenance, and other procurement and distribution-related issues.
- Develop programme budgets and work with finance team to ensure they are properly managed; provide monthly reports on expenditure against budget and account for deviations.
- Manage all logistics, travel, and conferencing associated with the project in line with loveLife policies.
- Report monthly on programme performance against key indicators.
- Work with research, monitoring, and evaluation team to develop evaluation tools to assess the impact of the project.
- Develop quality standards for the programme and actively quality and systematic learning procedures.

Suitable candidates will need to satisfy the following requirements:

- Related Tertiary qualification
- Proven writing and editing competence
- Educational programme design competence
- Project management experience
- Financial management experience
- Strong Community development background
- Strong problem-solving and decision-making skills
- Advanced Computer Literacy-Excel, Word, Outlook and Powerpoint
- Code 08 drivers licence required
- Proficiency in at least three languages will be an added advantage

Total remuneration package: Commensurate with experience

Please forward a summarised CV (no certificates) to Fax: (01 1) 523-1067 or e-mail address: recruit@lovelife.org.za to reach loveLife National Offices no later than the 16th July 2010.

If you have not heard any response within six weeks after the closing date, please accept that your application has been unsuccessful

