

**EXTERNAL ADVERTISEMENT
PERSON SPECIFICATION**



Coordinator: Education

DEPARTMENT	Infusion	REPORTING TO	Project Manager	
CONTRACT TYPE:	Permanent	APPOINTMENT DATE	a.s.a.p.	
PURPOSE	To coordinate and prepare the education and outreach program.			

MAIN JOB ROLES AND RESPONSIBILITIES (INCLUDES BUT IS NOT LIMITED TO)	COMPETENCIES (SKILLS, KNOWLEDGE AND ABILITY)
<ol style="list-style-type: none"> 1. To ensure the optimum development of the teenagers. 2. To coordinate the tutor volunteers. 3. To take responsibility for the Education program presented at the schools. 4. To take part in the scheduled camps. 5. Take part in the celebration services 6. Communicate and live Christian values 	<ul style="list-style-type: none"> • Intercultural diversity • Bilingual / English competent • Scholastic development of teenagers • Computer literate • Communication • Interpersonal Relations • Tutoring • Empathetic/Calm/Sensitive • Understanding • Confidence • Helpful • Approachable
EXPERIENCE	QUALIFICATIONS
<ul style="list-style-type: none"> • 2years experience working with teenagers • Experience coordinating an educational program would be an advantage. 	<ul style="list-style-type: none"> • A Grade 12 qualification is required • Any form of post-matric education is an advantage

Should you wish to apply for this vacancy, please complete an application form and submit together with your CV to jaconette@pen.org.za or phone **012 323 4466** by no later than **29**

JANUARY 2012.