

Out of School Youth Practitioner

The Out of School Youth (OOSY) Practitioner is responsible for the implementation of programmes and activities that focus on further education and employment opportunities to out of school youth. The Umhlali Project is an early crime and violence prevention project based in Walmer Township. The OOSY practitioner reports to the Local Project Coordinator.

The successful candidate will be appointed in December 2016.

DUTIES AND RESPONSIBILITIES

1. **Further Education and Employment Programming:**
 - a. Render programmes and services in the form of group sessions, workshops, training and talks on information on further education and employment opportunities
 - b. Develop and maintain relationships with other service providers who render further education and employment services
 - c. Develop and maintain feeder systems from the other Umhlali project components for OOSY into structured activities that support access to further education and employment opportunities
2. **Lifeskills programming:**
 - a. Implement structured lifeskills programming to OOSY
 - b. Measure the impact of the programming
3. **Walk-in Resource Centre:**
 - a. Promote the manage the walk-in centre for OOSY
4. **Online Resource Centre:**
 - a. Promote the online resource centre with OOSY
5. **Mentoring and advice:**
 - a. Provide advice and mentoring to OOSY
 - b. Refer OOSY to the project social worker for counselling, as and when the need arises
 - c. Refer OOSY to other Umhlali project components, as and when the need arises
6. **Community engagement:**
 - a. Develop and implement activities and campaigns that encourage the Walmer OOSY to become active agents for positive change in their community and to engage in prosocial activities, such as volunteering etc.
7. **Service monitoring and evaluation:**
 - a. Administration of intervention pre and post tests
 - b. Administration of client focus groups
8. **Maintenance of accurate service statistics:**
 - a. Updating service statistics weekly
 - b. Submitting accurate service statistics to the Local Project Coordinator for the monthly report
9. **Other:**
 - a. Assist the project supervisor with other tasks, as and when requested.

REQUIREMENTS

Non-Negotiable Requirements

1. A Grade 12 certificate
2. A tertiary qualification, such as a diploma or a degree (NQF 5 and up)
3. An unendorsed driver's license
4. Fully computer literate in the following:
 - a. MS Word

- b. MS Excel
 - c. MS PowerPoint
 - d. Internet
 - e. Outlook
5. Minimum of three years' experience in one or more of the following areas:
 - a. Youth empowerment
 - b. Youth education
 - c. Community development
 - d. Development
 - e. Child and youth care
 6. Strong administration skills
 7. Strong time management skills
 8. Able to manage multiple tasks at once
 9. Excellent verbal and written skills in English and Xhosa
 10. Be comfortable working in Walmer township on a daily basis
 11. Able to work well with people from a variety of different groups (language, ethnicity, age, race and nationality)
 12. Able to work independently, solve problems and take responsibility for own tasks
 13. Able to deal with pressure
 14. Able to work in an unconventional, fluid and changing work environment

The candidate must be based in Port Elizabeth in order to participate in interviews, if shortlisted. Please submit CV to laura@masifunde.org by the 31 August 2016. To learn more about the Umhlali project, please visit www.umhlali.org