



SCI-BONO DISCOVERY CENTRE NPC

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Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

PROGRAMMES OFFICER: STEAM, ENTREPRENEURSHIP EDUCATION AND INNOVATION (PERMANENT)

JOB PURPOSE

To coordinate and support the STEAM programmes focusing on entrepreneurship education, business commerce management (BCM) programmes. To implement the project-based learning (PBL) programmes for both learners and teachers involved in STEAM by incorporating research and innovation. Collate the evidence-based reports to all programmes according to the funders' requirements.

PRINCIPAL ACCOUNTABILITIES

1. Develop, research and implement on the STEAM programmes with a focus on Entrepreneurship education and BCM subjects.
2. Ensure that training manuals and the STEAM resources are developed, aligned with standards and quality assured by relevant parties.
3. Support the Reorganisation of Schools programmes (ROS).
4. Offer training on Entrepreneurship education and Innovation to ECD learners and to all grades and schools.
5. Procure service/s that are required in projects.
6. Recruit, train the ECD assistant practitioners and place them in the respective ECD centres in Gauteng and other provinces.
7. Liaison with curriculum head office and district officials for curriculum coordination and alignment.
8. Monitor the implementation of the projects and allocated budget.
9. Implement and document the processes and systems needed to make the programme run effectively and conducting the Monitoring & Evaluation of projects.
10. Supports the establishment and sustenance of appropriate systems, structures, mechanisms,

BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomndeni Banda
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsohi (CEO)

11. processes and procedure to facilitate the development support and maintenance of the projects.
12. Supports and maintain and update information requirements for the purpose of review and reporting, including qualitative data.
13. Consult with the Accountancy, Business studies, Economics and EMS head office coordinators on implementing the provincial and international competitions and project . on GDE Head Office on the planned development programmes.
14. Monitor the implementation of the projects and programmes in ensuring that the evidence based data is collected as per the funder's requirements.
15. Implement and document the processes and systems needed to make the programme run effectively and Monitoring the programmes.
16. Support, maintain and update information requirements for the purpose of review and reporting, including qualitative data.
17. Engage in analysing the IQMS reports and NSC Technical report with the purpose of informing the interventions.
18. Develop the SACE submissions for endorsement.
19. Managing : 30 Independent contractors for entrepreneurship programme, service providers and 2 full time employed office administrators.

Minimum Requirements:

Education

- An education appropriate Bachelor's degree in education major in Accountancy or equivalent qualifications.
- Bachelors or NQF 7 in BCM/EMS education

Experience

- 2 years' experience in implementing entrepreneurship programmes
- 2 years' experience in implementing the BCM, ROS and Entrepreneurship programmes.
- Experience as a Mathematics teacher, training and learner tutoring would be an added advantage.

Knowledge / Skills

- Valid driver's license- be able to drive- is compulsory

- Good inter-personal relations.
- Problem solving.
- Self-disciplined
- Project management –NQF5 will be an added advantage
- Strong analytical and advanced computer skills.
- Maths Teacher training and learner tutoring-added advantage
- SACE registration- compulsory
- Good communication skills
- Good inter-personal skills

The Sci-Bono Discovery Centre is an equal opportunity employer. Interested and qualified candidates are invited to email or fax a concise CV to the: Human Resources Office recruitment.sci-bono@sci-bono.co.za with Reference Number: REC/VR_202315

Closing date: 08 September 2023.

Disclaimer: Communication will be entered into with short listed candidates only.