

Trust for Community Outreach & Education (TCOE)
Vacancy for a Deputy Director – Cape Town

TCOE is a national Community Development organisation with a special focus on access to natural resources, which co-ordinates the programmes of 6 Regional Affiliates throughout the country. The national office has a vacancy for a Deputy Director in the Cape Town office.

The task:

- * Form part of the national co-ordination of the organisation and drive the organisation's plan of action
- * Assist with co-ordinating programme activities of the organisation nationally
- * Fundraising and reporting to donors
- * Assist with development of H.R. Capacity in the organisation

Essential Requirements:

- * 5 - 8 years NGO experience relevant to the task, with an appropriate degree/diploma
- * Experience with Rural Development, Land and Agrarian Reform, and Food Security is essential
- * Knowledge of Financial Management & Administration * Good report writing skills
- * Drivers Licence & computer literacy (Word/Excel/Powerpoint)
- * Sound knowledge of donor environment and fund raising

The organisation offers:

Salary neg. depending on experience, Medical Aid & Provident

Fund Closing Date: 23/10/09. Suitable applicants are invited to submit a detailed CV and the names and telephone numbers of 2 contactable referees to: pam@tcoe.org.za or post to: TCOE; P.O. Box 323, Athlone, 7764 or 36 Durban Road, Mowbray, 7700.