



The Students Health and Welfare Centres Organisation (**SHAWCO**) is a student-led, non-profit community organisation, closely affiliated to the University of Cape Town (UCT). SHAWCO's mission is to practice and promote responsible citizenship in the South African context through Health and Education initiatives.

SHAWCO Health hosts free primary health clinics in underserved communities in Cape Town, in the form of adult, women's and paediatric clinics. SHAWCO Education provides digital literacy, violence prevention in under-resourced communities, with UCT student volunteers facilitating after-school sessions and Saturday workshops.

SHAWCO seeks to appoint an **Executive Director** to be based in Cape Town.

Job Objectives:

- Ensuring proper governance and oversight
- Ensuring compliance with all applicable legislation
- Providing overall leadership and direction to create a sustainable and efficiently managed organisation
- Active fundraising for the organisation
- Maintaining donor/stakeholder relationships
- Managing relationships and partnerships within the University of Cape Town and with communities
- Developing policy and strategy for consideration by the Board, and executing approved policy and strategy
- Facilitating and supporting the execution of student initiatives and projects
- Managing Human Resources
- Monitoring, evaluating and reporting on all activities within SHAWCO

Minimum job requirements:

- Relevant university degree, preferably in humanities, health and rehab, law, or related disciplines
- A minimum of 5 years relevant project management, implementation and execution in a South African not for profit environment
- Experience and skills in building and maintaining funder relationships
- Experience in working across multiple and diverse communities
- Proven ability to formulate and manage policy processes in a complex, dynamic work environment
- Demonstrated communication and networking capabilities, including building partnerships with community and civil society organizations, corporate and/or government organizations
- Ability to manage multiple large scale projects and ability to work under pressure
- Driver's licence

Location: The position is based at the SHAWCO Head Office, on the UCT Faculty of Health Sciences campus in Observatory, and as necessary at SHAWCO's community centres in Khayelitsha and Kensington.

Employment Type: Full-time fixed term contract.

Remuneration: offered up to R73 000 total cost to company per month, according to experience and qualifications. There are no additional benefits.

Application process:

Closing date for applications: 20 February 2024

To apply, please email your CV, with three contactable referees, and a 1 page letter of motivation to: **jackie.stewart@uct.ac.za**

An application which does not comply with the above requirements will be regarded as incomplete.

SHAWCO is committed to employment equity and redress in the pursuit of transformation.

SHAWCO reserves the right to extend the closing date if deemed necessary, and to make no appointment.