

POSITION AVAILABLE

OPERATIONS COORDINATOR

CONTRACT TYPE: FULL-TIME PERMANENT (40 HOURS PER WEEK)

LEVEL: JUNIOR TO MID

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE

THE OPPORTUNITY

We are looking for a dynamic, motivated, and driven Operations Coordinator to support our Common Good Leadership Team and ensure that office, staff, and project targets and deliverables are met. You will be an integral part of ensuring that our office operations run smoothly and support other programmatic activities successfully.

YOU'LL THRIVE IN THIS ROLE IF...

You love the thrill of making things happen independently. You are a natural task executor and derive joy from contributing to the greater good. If you thrive on quick action and getting things done, join us! If you relish assembling all the puzzle pieces and seeing concepts through to completion, then this opportunity is for you. You will need to excel in teamwork and effective project management to meet deadlines.

KEY RESPONSIBILITIES

The successful individual will be responsible for the following duties, which are not limited to:

- **OPERATIONS AND PROJECT COORDINATION**
 - Partner with the Operations Manager & Central Team to oversee daily operations at Common Good
 - Implement CG policies as directed by the Leadership Team (e.g., Child Protection / POPI / IT policy)
 - Assist in overseeing staff events, meetings and conferences – providing operational & logistical support
 - Central Operations Expense (OPEX) Budget Administration – Reviewing the Budget and invoice submission

- **STAFF TEAM SUPPORT**
 - **HUMAN RESOURCE SUPPORT**
 - Compiling applicant vetting packs for the interview team
 - Setting up interview appointments and managing logistics
 - Prepping interview packs
 - Updating and filing of interview guides
 - When successful candidates have been identified, arrange criminal checks and reference checks
 - Preparing induction packs
 - Ensuring all new employee documentation - maintain employee files and all relevant HR documentation
 - Ensure the relevant employee files are up to date, accurate, and comply with legislation
 - Prepare, organise, and maintain HR records - maintain the accurate record-keeping system

 - **OCCUPATIONAL HEALTH AND SAFETY**
 - Ensure the office complies with health and safety regulations – implementing OH&S Policy & training
 - Implement safety protocols and emergency procedures (as guided by OH&S Consultant)

 - **EVENTS**
 - Administrate and Coordinate staff-related events and special moments as guided by the Common Good Leadership Team

- **BUILDING AND MAINTENANCE SUPPORT - PARTNER TOGETHER WITH RECEPTIONIST & OFFICE ASSISTANT TO:**
 - Oversee the office and ensure its well-being
 - Coordinate with service providers for repairs and building maintenance
 - Maintain a good relationship with the Landlord and Suppliers – in line with our lease agreement

OUR MISSION

Common Good is a **faith-based development organisation** that supports grassroots transformation. At the heart of our mission is the belief that **God cares deeply for South Africa** and desires to see a groundswell of mercy and justice in action here. Through **strategic alliances** with churches, NGOs, organisations, schools and government, we cultivate **ecosystems of hope** that show that a shared, brighter future is possible for South Africa. We don't just build solutions; we craft **sustainable, research-driven initiatives** at **critical life stages** that are both **scalable** and **replicable**, with **proven impact**.

OUR PURPOSE

Empowering South African communities through collaborative partnerships and evidence-based initiatives, guided by our faith-driven commitment to mercy, justice and the realisation of a shared brighter future.

OUR VALUES



- **IT SUPPORT**
 - Oversee the implementation and maintenance of all office technology and software
 - Resolve ad hoc IT problems when they arise – coordinating with external IT support
 - Oversight of external IT Support Supplier
 - Order IT hardware and software as is required
 - Setup and manage MS Office 365 Accounts for staff and troubleshoot when required
- **COMMON GOOD LEADERSHIP TEAM (CGLT) SUPPORT**
 - Operational & Catering support for Leadership and Board
 - Provide well-prioritised planning and efficient administrative and secretarial support
 - Undertaking and successfully delivering project work on behalf of the CGLT
 - Co-ordination of cross-team calendar collaboration

MINIMUM REQUIREMENTS

- Bachelor's Degree
- 2+ years of office/project administration/coordination experience
- Proficiency in Microsoft Word, PowerPoint, Excel, Outlook, the Internet and project management software
- Exemplary writing, editing skills, and proofreading

COMPETENCIES AND ABILITIES

- Highly proactive with strong self-leadership.
- Advanced problem-solving and decision-making skills
- Competent and skilled communicator with high levels of emotional Intelligence
- Excellent interpersonal skills & the ability to develop positive working relationships with individuals & teams

SKILLS AND KNOWLEDGE

- Strong organisational skills that reflect an ability to perform and prioritise multiple tasks in an energetic environment with multiple priorities
- Excellent attention to detail
- Advanced problem-solving and decision-making skills.
- Skills in managing multiple calendars

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references, along with the "consent by job applicant" form by **Friday, 13 September 2024**

To: applications@commongood.org.za

REF: Indicate the job title in the subject line.

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within one month of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.

www.commongood.org.za

info@commongood.org.za

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21 Nelson Road, Observatory, Cape Town

NPO (062-229-NPO) | PBO (930026077)



CONSENT BY JOB APPLICANT FORM

APPLICANT FULL NAME AND SURNAME:

("Candidate")

This consent is provided by the Candidate in consideration of the obligations imposed by the *Protection of Personal Information Act, 2013 (POPIA)*. The Candidate acknowledges that he or she is free to refuse this consent. However, as a result of his or her refusal, the Candidate's application for the relevant vacancy will not be considered any further. The Candidate consents as follows:

Protection of Personal Information

1. The Candidate hereby consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by Common Good Foundation ("Common Good") for the purposes of consideration of the Candidate in the recruitment process for which he or she has applied, and all further legitimate organisational purposes related thereto.
2. The Candidate hereby further consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by a supplier of Common Good where external recruitment specialists, verification agencies, and/or human resource consultants are utilised, and all further legitimate organisational purposes related thereto. The Candidate consents to Common Good sharing his or her personal information and/or special personal information with such a supplier, alternatively, Common Good is permitted to instruct the Candidate to share personal information and/or special personal information with such a supplier directly and to deal with them directly.
3. Processing may include the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
4. The Candidate undertakes to make available to Common Good all necessary personal information required for the purpose of considering and vetting the Candidate for the particular vacancy in question and to ensure that this information is updated as necessary. Further to this, the Candidate consents to provide Common Good or a supplier (as per above) with any personal information and/or special personal information for the purposes of the recruitment process and its related steps.
5. The Candidate consents to the collection of personal information and/or special personal information from another source other than the Candidate where this is necessary for the purpose described above.
6. For the purposes of this consent, "special personal information" is defined as religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health and medical records, any biometric information of the Candidate; and may include criminal behaviour or records of the Candidate to the extent such data relates to the alleged commission of the Candidate of an offence or any proceedings in respect of any offence allegedly committed by the Candidate or the disposal of such proceedings.
7. Common Good undertakes that it will only process special personal information where it is necessary for a reasonable and legitimate purpose relating to the Candidate's recruitment, the processing/consideration thereof, or an objectively legitimate and related organisational purpose. It is on this basis that the Candidate consents to provide Common Good or one of Common Good's suppliers with special personal information when requested.
8. The Candidate consents to Common Good's retention of his or her personal information and/or special personal information beyond the completion of the recruitment process, as far as is permitted or required by law. Should the Candidate be successful, the personal information and/or special personal information will necessarily be retained for the duration of the Candidate's employment and the Candidate will be provided with separate documentation to deal with POPIA for the employment relationship. Should the Candidate be unsuccessful in the recruitment process, following the completion of the process, Common Good will destroy, delete or de-identify such information as soon as reasonably practicable after it is no longer authorised to retain the information or after the information is no longer needed for the purpose for which it was collected.

SIGNED by Candidate:

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(signature above)

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Date