



BRANCH / PROGRAMME MANAGER EASTERN CAPE – MZAMOMHLE BRANCH

LIVING HOPE is a Christian Non-Profit organization based in the Southern Peninsula of Cape Town.

PURPOSE OF THE ROLE:

The Branch / Programme Manager is responsible for the overall leadership, management and oversight of the Mzamomhle branch, ensuring effective service delivery across the Health Care, Life Skills and Family Strengthening programmes.

This role is responsible for providing strategic leadership to programme teams, overseeing branch operations, staff performance, budgets, monitoring and evaluation, compliance, and stakeholder engagement. The Branch / Programme Manager develops and maintains partnerships with government departments, community leaders, funders and other key stakeholders while ensuring programmes align with Living Hope's mission, vision and values. Integral to this role is a commitment to serving communities with excellence while leading and discipling staff in their holistic growth.

Requirements for the Job:

- Grade 12 (minimum)
- Diploma or Certificate in Community Development, Business Management or a related field
- Microsoft 365/Office and Windows 11 proficiency
- Community development and stakeholder engagement experience at senior level
- Experience drafting funding proposals and supporting programme expansion
- Experience within healthcare, youth development or life skills programmes in an NPO environment (preferred)
- Fluent in English and one other language relevant to the area (IsiXhosa preferred)
- Strong leadership and people management skills
- Excellent verbal, written and interpersonal communication skills
- Planning, organisational and problem-solving abilities
- Self-motivated, proactive, innovative and punctual
- Professional, organised and people-focused
- Willingness to learn, grow and develop others
- A desire to serve God and people in a meaningful and practical way

Advantageous:

- Experience within healthcare, youth development or life skills programmes in an NPO environment

Duties:

- Contribute to the Mission and Vision of Living Hope
- Strategic networking and stakeholder relationship management
- Leadership, staff management and team development
- Performance management, coaching and staff training
- Programme oversight, monitoring and evaluation
- Reporting, meetings and organisational communication
- Branch operations, facilities, health and safety and asset management
- Responsible for quarterly goals, programme metrics and branch performance
- Ensure compliance with Living Hope policies, procedures and relevant legislation
- Support fundraising initiatives and proposal development for programme sustainability

If you are interested, please submit your CV (PDF or Word) and a motivation letter to **recruitment@livinghope.co.za**. Ensure you put the name of the job you are applying for in the subject line.

Kindly provide your current contact details as short-listed candidates will be contacted to attend an interview. If you do not hear from us within two weeks of the closing date, you must assume that you were not successful.

CLOSING DATE: 26-07-2026