



VACANCY: TEAM LEADER

LOCATIONS: Ehlanzeni, Nkomazi & Bushbuckridge

ROLE DESCRIPTION.

Provide leadership, coordination, and supportive supervision to Community Mobilisers, M&E Champion, Digital Influencer and GBV Ambassadors to ensure effective programme implementation, adherence to operational procedures, accurate timekeeping, and high-quality service delivery. The Team Leader will act as the primary liaison between programme participants, host organisations, and Laapeng Foundation, while also overseeing data reporting, logistics, and overall team performance.

DUTIES AND RESPONSIBILITIES WILL INCLUDE, BUT NOT LIMITED TO:

- Develop and oversee weekly/monthly work plans for outreach, demand creation, mobilisation, and referrals.
- Guide and support Community Mobilisers, M&E Champions, Digital Influencers, and GBV Ambassadors in recruitment, referral, and linkage to health and social services.
- Ensure referral pathways are understood, followed, and monitored; coordinate IEC material distribution to promote services.
- Attend leadership and technical training (M&E, Kwantu, HIV/GBV awareness) and cascade training to programme participants.
- Provide supportive supervision, mentorship, and feedback to strengthen facilitation quality and participant engagement.
- Act as liaison between Laapeng Foundation, host organisations, and stakeholders; build collaborative relationships with community leaders, service providers, and government departments.
- Ensure accurate and timely reporting via Kwantu and M&E tools; oversee site resources (data, IEC materials, uniforms) and support monthly narrative reporting.
- Lead weekly/monthly planning with teams, review worklogs, sign off timesheets, and support HR processes (recruitment, orientation, discipline, attendance).
- Promote teamwork, accountability, and professional development among programme participants.
- Perform ad hoc tasks and stand in for colleagues or supervisors when required.

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

- Matric certificate plus a post-matric qualification/NQF Level 5 in Business Management, Health, Social Development, Administration, Education, or Project Management (required).
- Proficiency in English and one other South African language (spoken in allocated district).
- Code B driver's license with no endorsements highly advantageous.
- Minimum of 3 years' experience leading direct implementation teams in target-driven programmes (including planning, logistics, monitoring, and evaluation).

- Prior supervisory or team leader experience required.
- Good working knowledge of HIV prevention, sexual reproductive health, GBV, and related programme topics.
- Experience in social employment programmes advantageous.
- Experience working within structured, procedural environments (e.g., financial or compliance systems).
- Demonstrated ability to network, navigate programme deliverables within communities, and build strong working relationships.

IMPORTANT

Candidates receiving the following grants will not be considered:

- Social Relief of Distress (SRD)
- Disability Grant
- Older Persons/Old Age Grant
- NSFAS funding

Closing Date: 22 September 2026

By expressing the interest in the positions, applicants are consenting in terms of POPI Act for their curriculum vitae (CV) to be shared with the relevant people authorized to act on behalf of Laapeng Foundation in the recruitment process.

Laapeng Foundation has zero tolerance for Sexual Exploitation, Abuse, and Harassment (PSEAH). All staff and applicants are required to adhere to our Code of Conduct, which prohibits such behavior, both during and outside working hours. This commitment is a fundamental requirement for all personnel. Successful candidates will undergo rigorous background checks, including criminal record checks, and will be required to sign our Code of Conduct and complete mandatory PSEAH training

How to Apply:

- Complete SEF Application Form
- Comprehensive CV
- Certified Documentation
- No Criminal record, Police Clearance to be submitted 1 month after appointment

Qualified candidates should apply by e-mail only to projectmanager@laapeng.co.za or hand delivery at Laapeng Safe Spaces in Nkomazi, Bushbuckridge and Laapeng Foundation Kabokweni.

Submissions which do not follow the above instructions will not be considered.

NO PHONE CALLS about these positions will be accepted.

Please note: If you do not receive any feedback from us within one (1) week after the closing date, please consider your application unsuccessful.

It is unlawful to employ a person who does not have permission to live and work in South Africa unless the advert states otherwise, please ensure you have this permission before you submit your application.

NB: The organization reserves the right to re-advertise the positions should the need arise and reserves the right not to fill the above listed positions.