



SCI-BONO DISCOVERY CENTRE NPC

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Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

VACANCY

Science Career Education Facilitator (Fixed Term 3 months contract)

Job Purpose

To deliver Science, Technology, Engineering and Mathematics (STEM) programs, events and activities that stimulate interest and guide learners towards science and technology careers.

Key Responsibilities

1. Plan, implement and deliver Grades 7 – 12 learner presentations and workshops.
2. Assume full responsibility for liaison schools to participate in the Career Centre programs as well as the in-house Central Booking Office to schedule learner Centre visits.
3. Deliver life skills and psycho-social programs in schools under the guidance, training and supervision of the Program Officer for Life Skills and Inclusive Education
4. Liaise with relevant departments within Sci-Bono to book venues, science communication team to conduct tours and Facilities Department for setting up of venues.
5. Collect and collate stats for all programmes and events.
6. Administer monitoring and evaluation feedback forms for all programmes and events and submit to Program Officers for analysis and report writing.

BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomdeni Banda
Prof Khulekani Sitole | Godfrey Tsoetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsohi (CEO)

7. Source career info material and content – print, digital and multimedia info resources, reference material such as journals, career magazines and compile a resource file for use by staff.
8. Provide face to face and telephonic career advice to clients, facilitate and mediate career education resources to learners, educators and postschool youth.
9. Assume full responsibility for the proper functioning of the mobile career info units as part of the client walk-in career info centre.
10. Carry out external career advice and education activities at expos and schools in different geographical areas within and across Gauteng province, after-school hours, during weekends and some school holidays.
11. Supervise NYS interns, perform all related administrative functions, assign tasks, appraise and review performance as well as liaise with placement sites.
12. Assume full responsibility for the induction, orientation, guidance and training of National Youth Service interns.
13. Build a bridge between the Career Centre and other departments in SciBono in order to provide services in a seamless and coherent manner as well as optimize workflow.
14. Project a professional disposition in and outside Sci-Bono.
15. Deliver on tasks delegated by Program Officers: Science Career Education, Life Skills and Inclusive Education.

Minimum Requirements:

- BA Degree in Psychology and/or Sociology.
- Career Development Practitioner (CDP): Professional Designation

Experience:

- Up to 3 years' experience in career education and advisory services

- Up to 3 years' experience in the delivery of learning programs and projects

Required competencies (Skills, knowledge, and behaviour attributes)

- Be able to work independently and in a team.
- Be able to communicate fluently in more than two South African languages.
- Communication Skills (Facilitation, Mediation, Presentation and Report Writing, etc.)

- Basic computer literacy skills including MS Word, MS Excel, Internet, and Outlook.
- Time and resource management skills.
- Ability to read, discuss and interpret information with the visitors.
- Excellent interpersonal skills and natural ability to integrate into diverse teams
- Good Administration skills
- Problem-solving skills
- Driver's license – three years' driving experience.

The Sci-Bono Discovery Centre is an equal opportunity employer. Interested and qualified candidates are invited to email or fax a concise CV to the: Human Resources Office recruitment.sci-bono@sci-bono.co.za or alternatively mpho.dube@sci-bono.co.za with Reference Number: REC/VR_202305

Closing date: 01 June 2023

Disclaimer: Communication will be entered into with short listed candidates only.