



Job Advert

Position: Enable Play Learning (EPL) Coordinator

Duration: 1 year

Reporting to: Enable Complimentary Programs Manager

Location: Nyandeni Sub-District

One to One Africa is a non-profit organization based in South Africa with a commitment to positively impact the lives of families, particularly children, women, and young individuals facing the challenges of poverty and chronic illnesses, including HIV. Our mission is centered around bridging critical gaps in healthcare, education, and psychosocial support within overlooked and underserved communities, aiming to ensure not only survival but also the thriving of families.

Dedicated to the holistic development of young children in rural areas, One to One Africa implements an Early Childhood Development (ECD) program. This initiative goes beyond conventional approaches by integrating play-based learning with essential components such as nutrition, literacy, and parenting targeted at supporting caregivers in stimulating their children at home. By doing so, we strive to deliver a comprehensive and impactful intervention that nurtures and supports children during their formative years.

Position Overview:

We are seeking a passionate and dedicated Project Coordinator to lead the implementation of our play-based Early Childhood Development program operating in Nyandeni. The successful candidate will play a pivotal role in planning, coordinating, and overseeing the day-to-day operations of the program, ensuring that caregivers of children aged 2-5 years receive high-quality support in early stimulation, nutrition, literacy, and parenting.

Responsibilities:

1. Program Planning and Coordination:

- Develop and implement detailed project plans, ensuring alignment with program goals and objectives.
- Collaborate with stakeholders to ensure effective communication and coordination of activities.

2. Community Engagement:

- Establish and maintain positive relationships with local communities, caregivers, and community leaders.
- Conduct community needs assessments and gather feedback to inform program improvements.



- Organize and facilitate community meetings and workshops to promote program awareness and participation.
3. Staff Management and Training:
 - Recruit, train, and supervise project staff, including project Supervisor, ECD Mentor Mothers and Assistants
 - Provide ongoing support, mentorship, and professional development opportunities for project staff.
 4. Monitoring and Evaluation:
 - Regularly collect and analyse data to assess the effectiveness of program interventions.
 - Highlight and communicate to Program manager program data
 - Submit monthly update reports
 5. Logistics and Resource Management:
 - Manage logistical aspects of program implementation, including procurement, transport, and distribution of materials.
 - Ensure the availability of resources needed for play-based activities, nutrition education, and literacy initiatives.
 6. Reporting and Documentation:
 - Prepare regular reports on program activities, challenges, and achievements.
 - Maintain accurate records, including participant data, attendance, and program outputs.

Qualifications and Experience:

1. Bachelor's degree in Early Childhood Development, Education, Social Work, or a related field.
2. Proven experience in coordinating and implementing early childhood development programs, preferably in rural settings.
3. Familiarity with play-based learning approaches, nutrition education, and literacy interventions.
4. Strong organizational and project management skills.
5. Excellent interpersonal and communication skills, with the ability to work effectively in a rural community context.
6. Cultural sensitivity and the ability to collaborate with diverse stakeholders.
7. Proficiency in Microsoft Office Suite.

To apply, please submit a resume, cover letter, and three professional references to hr@onetoonechildrensfund.org