



VACANCY: PERSONAL ASSISTANT (Contract Position)

Are you eager to drive significant change in the educational and holistic well-being of children from under-resourced communities in South Africa?



Christel House South Africa is a non-profit school which provides no-fee scholarships to students from some of Cape Town's most under-resourced neighbourhoods and supports them for 19 years (Grade RR to Grade 12 and five years post-matric) through character-based and career-focused education. The main criterion for admission to Christel House is not evidence of talent, but evidence of poverty. Despite facing significant challenges, our students excel. We have an impressive 99% matric pass rate since inception and 97% of our alumni are studying, working, or doing both. Key aspects of Christel House's model include poverty mitigation services in the form of daily transport to school and back, professional health care, nutritious meals, psychosocial counselling, family assistance, and college and career planning and support. Christel House manages nine schools around the world of which the centre in Cape Town, established in 2001, is the only centre in Africa. Join our dedicated team and be part of a global movement.

Our school offers a unique educational environment where technology, innovation, and passion for teaching merge to create a transformative learning experience.

About the position: We are looking for a personal assistant to play a vital role in ensuring the smooth and efficient operation of the Simunye project by providing flexible support to the Project Manager. The Simunye project is a wealth inequality initiative which seeks to mobilize the potential of social capital by bringing 12 schools together from across the wealth spectrum. The successful candidate will support the project manager in endeavoring to reach the best possible outcomes within the project. This is a contract position of 13 months. From 1 June 2025 until 31 July 2026. The ideal candidate will be a highly organized, resourceful, and proactive individual with excellent communication and interpersonal skills. They will be detail-oriented, possess strong administrative abilities, and be comfortable working independently and as part of a team. Most importantly, a genuine interest in social impact initiatives and a flexible approach to tasks are highly valued.

Key Responsibilities and Requirements:

Reporting to the Project Manager, the assistant will be responsible for the following:

1. Provide comprehensive support in the management and maintenance of project files and online uploads, ensuring efficient organization of both physical and electronic documentation
2. Assist with the meticulous editing and proofreading of project documents, reports and correspondence to ensure clarity, accuracy and professionalism
3. Develop visually appealing and informative slideshow presentations Using PowerPoint or Canva for a variety of purposes, including meetings, workshops and reports, effectively communicating project information.
4. Offer flexible and proactive support to Project Manager by undertaking various errands and ad-hoc tasks as needed, directly contributing to their efficiency and productivity
5. Process financial documentation with accuracy and attention to detail, including invoices, quote acquisition, expense claims, and other related financial records
6. Assist with the seamless coordination of logistical arrangements for project activities, such as organizing transport, sourcing materials, and managing venue bookings
7. Capture project progress and key events through effective project documentation using photography
8. Provide crucial assistance to the project manager with timeline monitoring helping to ensure the project stays on track and deadlines are met.

The candidates must fulfill the following requirements:

1. At least one year of demonstrated administrative experience
2. Code EB drivers license unendorsed
3. An interest in reducing wealth inequality
4. Strong reading comprehensions skills with a proactive ability to synthesize information from various sources
5. Strong MS office skills (Word, PowerPoint, Excel)
6. Skills within a creative suite such as Canva/Adobe will be an advantage

Application Process: Closing Date for Applications is 9th May 2025

Please send your CV, a personal philosophy statement focused on project management, and evidence of your credentials to us, at recruit@sa.christelhouse.org. Ensure the subject line reads '**Simunye Assistant**'.

Christel House champions equality and diversity. Appointment rights are reserved.