



VACANCY: Careers Manager

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 SA is expanding to meet the growing need for educational equity in South Africa. We are opening a new High School on our Ottery campus in 2025.



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 95% 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: Christel House South Africa is seeking a Careers Manager to build, lead, and sustain a coherent post-school pathways system, while leading a professional team that supports learners and alumni into further study, training, employment, and long-term upward economic mobility. The successful candidate will strengthen key post-school transition processes and ensure that learner and alumni support is clear, measurable, accountable, and outcomes-driven.

Key Responsibilities:

- Lead the design and implementation of a coherent College & Careers pathway from Junior School into post-school transition.
- Align learner pathways with further study, employment, and long-term economic mobility. Manage and support the College & Careers team, including career coaching, study support, talent placement, administration, and Youth Bridge – an employability transition programme.
- Build strong alignment with Junior School and High School Life Orientation teachers in relation to career development and CAPS-aligned pathway planning.
- Lead the annual post-school application cycle, including NBTs, tertiary applications, TVET applications, learnerships, scholarships, bursaries, and readiness programmes.
- Ensure that all pathway processes are managed with integrity, accuracy, and follow-through.
- Track alumni outcomes, including further study, employment, training, persistence, economic participation, and progression.
- Use data to identify risks early and drive timely interventions for learners and alumni.
- Maintain accurate dashboards and provide evidence-based reports to senior leadership, committees, and other relevant stakeholders.
- Build and sustain partnerships with universities, TVET colleges, employers, SETAs, scholarship bodies, and other pathway partners.
- Support learners and families through complex post-school systems with clarity, empathy, accountability, and high expectations.

The candidates must fulfill the following requirements:

- A relevant bachelors degree.
- Leadership experience.
- Demonstrated experience in career guidance, youth development, alumni support, tertiary access, employability, or post-school pathway development.
- Experience working with disadvantaged or first-generation youth.
- Strong digital, data, reporting, and organisational skills.
- The ability to manage deadlines, compliance requirements, reporting expectations, and complex stakeholder relationships.
- A commitment to the values, mission, and holistic educational model of Christel House South Africa

Application Process: Closing Date for Applications is 20 July 2026

Please send your cover letter, curriculum vitae and evidence of your credentials to the Chief Academic Officer, Dr Ronald Fortune, at recruit@sa.christelhouse.org. Ensure the subject line reads **"Application Careers Manager"**

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