



**TOUCHING
NATIONS**



JOIN OUR TEAM

VACANCY

Open position:

- **PROGRAMME COORDINATOR**
- **AREA: CAPE WINELANDS**
- **START IMMEDIATELY**

Qualifications:

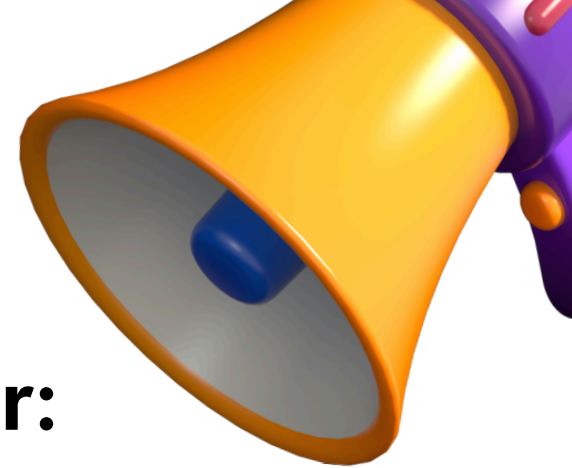
- High level of proficiency in Microsoft Office Suite
- Valid driver's licence and have their own transport and a willingness to travel within programme areas
- Grade 12 (Standard 10) or equivalent and good communication; reading and writing skills.
- Strong analytical and problem-solving abilities
- Ability to manage multiple priorities and meet deadlines
- Leadership and team coordination skills
- Ability to speak in at least two (2) of the official languages

The Program Coordinator will be responsible for the overall coordination, implementation, monitoring, and reporting of health programmes and projects. The incumbent will ensure that programme objectives are achieved efficiently, in compliance with donor requirements, organisational policies, and relevant health sector standards.

T A S K S U M M A R Y

- Programme Coordination and Management: Coordinate the planning, implementation, and evaluation of health programmes and projects.
- Monitoring, Evaluation and Reporting: Ensure compliance with donor, organisational, and regulatory reporting requirements.
- Community Outreach and Stakeholder Engagement: Build and maintain productive relationships with community stakeholders, government departments, healthcare facilities, and partner organisations.
- Team Support and Supervision: Provide support, guidance, and oversight to programme staff and community-based workers.
- Quality Assurance and Compliance: Ensure compliance with organisational policies, donor requirements, and applicable legislation.

HOW TO APPLY



Interested parties, should submit their:

- 1.CV
- 2.Relevant certified training certificates
- 3.Proof of income tax registration
- 4.Proof of bank account
- 5.Certified copy of Identity Document not older than 3 (three) months
- 6.Name clearance certificate

Send the above documents to:

recruit@touchingnations.org

OR upload your information on our website at

<https://www.touchingnations.org/careers.html#employ>

IMPORTANT

The organisation reserve the right to take probity checks to employment verification checks. Should you not receive a response from us within 2 weeks after the closing date please consider your application as unsuccessful.

CLOSING DATE

4 June 2026