

Graduate Support Officer
(1-year contract position)
COMMON GOOD/ The Zanokhanyo Network

ABOUT OUR ORGANISATION

Common Good was founded by Common Ground Church in 2005. We've since impacted thousands of lives for the better through our early life, education and employment initiatives. Common Good inspires and equips Common Ground Church congregants to live out social justice in their everyday lives.

JOB OVERVIEW

This role is primarily responsible for identifying local opportunities in new areas of TZN's training and general opportunities across Cape Town.

The individual will be expected to conduct opportunities events, with the purpose of supporting graduates in their job search and offering a friendly, welcoming and supportive presence.

KEY RESPONSIBILITIES

- Research local and City-wide opportunities
- Research Community opportunities
- Graduate support
- Support the running of the resource centre

MINIMUM REQUIREMENTS

QUALIFICATIONS:

- Matric
- Valid Driver's licence
- 2-3 years' experience within research or business development

PREFERRED REQUIREMENTS

SKILLS:

- Ability to analyse industry trends and get information from key client organizations
- A high level of comfort with performing business calls and acquiring the required information
- The ability to identify needs, propose solutions and match graduates to opportunities.
- Possess an action and results oriented attitude
- Strong communication skills at all levels, both verbal and written
- Ability to build and maintain relationships with clients and graduates
- Willingness to always go the extra mile when required
- Listening skills – attentive to volunteers and graduates
- Problem Solving/Decision Making – Define problems clearly and logically; effectively using an appropriate problem solving and decision-making style.
- Attention to detail focused
- Ability to multi-task efficiently and think on your feet
- Team Skills
- Dependable and reliable
- Ability to be trusted with confidential information
- Computer literate

APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references to Coleen Adams (coleen.adams@commongood.org.za) by **Friday, 8 December 2017**. Full job description available on request.