



CENTRE MANAGER

Mthimkhulu Community Development

The Grail Centre Trust is seeking to appoint a capable, committed Centre Manager to lead Mthimkhulu Community Development in Kleinmond.

The successful candidate will provide overall operational leadership, supervise programme managers and staff, support performance management, coordinate planning and reporting, and ensure sound on-site financial administration. The role includes liaison with the Trust's financial service provider to ensure that project budgets, cash-flow information and reports are accurate and submitted on time.

Key responsibilities include:

- Managing and supporting programme managers and staff
- Overseeing implementation of programme plans and staff workplans
- Monitoring performance, activities, budgets and outcomes
- Preparing quarterly reports for The Grail Centre Trust
- Ensuring effective financial administration and compliance
- Representing Mthimkhulu Community Development with stakeholders and partners

Requirements:

- Relevant tertiary qualification and experience in community development, social development, project management, non-profit management or a related field
- Proven leadership, staff supervision and programme-management experience
- Oversight of budgeting, reporting and administrative ability
- Excellent written and verbal communication skills
- A commitment to community development and the values of The Grail Centre Trust

Remuneration: R240 000 – R300 000 per annum, cost-to-company.

To apply, submit a concise CV and motivation letter to: applications@grailprogrammes.org.za

Website: <https://mthimkhulu.org.za> Also: <https://the.grailcentre.co.za>

Closing date: Friday 11 September 2026

The Grail Centre Trust is a registered non-profit organisation. Only shortlisted candidates will be contacted.