

Operations Coordinator (Contract Position)

Who we are

Collective X is a not-for-profit organisation driving South Africa's national digital skills strategy to transform and improve the training and employment of our country's youth for digital jobs.

Our mission is bold: to create 500,000 high-value digital jobs for marginalised young South Africans by 2030. We drive change through three key pillars: transforming skills financing, enabling the market, and providing knowledge, innovation, and thought leadership.

As the coordinating intermediary of the national digital skills plan, our objective is to enable ecosystem-wide participation and ownership where government creates policy and regulatory frameworks that incentivise skilling for in-demand digital roles and the conversion to employment. Training providers produce high-quality, employable candidates at the right time and cost.

Employers support young candidate development through practical on-the-job work experience and by creating real entry-level job opportunities.

At Collective X, you'll be part of an organisation positioned at the centre of South Africa's digital transformation. Working in a fast-paced, impact-driven environment, you'll contribute to building a thriving digital skills market that creates truly inclusive participation and meaningful economic change.

Roles & responsibilities

To provide essential operational and analytical support across Collective X's programmes, contributing to project implementation, data management and monitoring & evaluation activities. Reporting to the Head: Client Implementation.

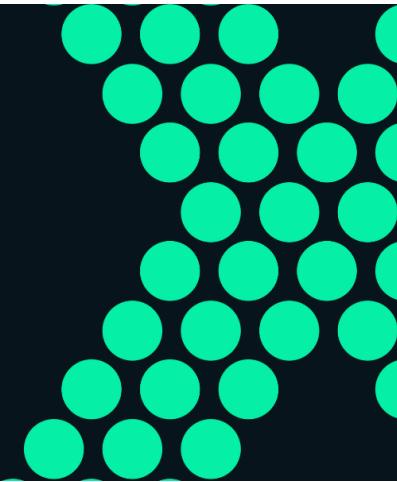
Administrative & Operational Support

- Supporting senior team members across various Collective X programmes and initiatives, ensuring smooth operational delivery and maintaining high standards of administrative excellence.

Data Management & Systems Administration

- Maintaining accurate and up-to-date information in Collective X's core systems including SharePoint, Salesforce CRM, and other programme management platforms.





Programme Coordination

- Assisting with programme planning, scheduling, and coordination activities across multiple initiatives.
- Supporting project timelines, milestone tracking, and deliverable management.
- Coordinating meetings and stakeholder engagements.
- Maintaining project filing systems and ensuring document version control.

Monitoring & Evaluation Support

- Supporting data quality assurance processes and verification activities. Contributing to progress reporting.
- Conducting basic data analysis and trend identification for programme insights.

Communication

- Liaising with internal and external stakeholders to arrange schedules and guide activities.

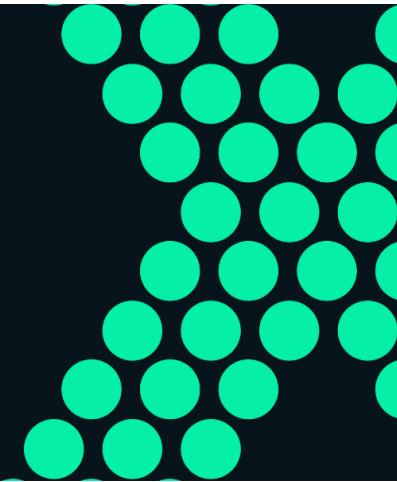
Stakeholder & Partner Support

- Providing administrative support for partner communications and relationship management.
- Maintaining partner databases and contact information systems.
- Supporting partner onboarding processes and documentation requirements.
- Assisting with Skills for the Information Age (SFIA) reporting and compliance tracking activities.

Required qualifications	<ul style="list-style-type: none">• Relevant National Diploma or equivalent qualification.
Experience & competencies	<ul style="list-style-type: none">• Minimum of 2 years' work experience in operations, M&E, project management or related fields.• Excellent project management skills including prioritisation, scheduling, and documentation.• Ability to build strong relationships and communicate effectively with internal and external stakeholders.• Excellent written and verbal communication skills in English• Solid administrative ability to define and refine requirements

Collective_X

Unleashing digital skills, together



- Employs strong analytical and problem-solving skills to manage shifting priorities, demands and timelines.
- Ability to learn quickly and be adaptable.
- Positive, can-do attitude with the ability to succeed in a fast-paced work environment.

How to apply

Send your resume to Nthabiseng@thecollectivex.org by 3rd October 2025

