



Job Advertisement

POST SARCS02/2026: Branch Coordinators x 7

BACKGROUND

The South African Red Cross Society (SARCS) was established by an Act of Parliament as a humanitarian organization auxiliary to the Government in the humanitarian field. The auxiliary mandate of SARCS as stipulated in the Red Cross Act, demands that it plays a pivotal role in complimenting Governments efforts in Disaster management, Social Services and Health Services. The SARCS service provision aims at preventing and alleviating human suffering, protecting life and health, and restoring the dignity of the most vulnerable communities.

Reporting Station: Mpumalanga (3) and Limpopo (4)

Duration: 12 months contract without expectation of renewal

MAIN PURPOSE OF THE JOB:

To coordinate project implementation of Disaster Response, Recovery and Resilience building efforts in flood affected areas. This entails coordination of interventions with strategic partners and stakeholders whilst strengthening the SARCS humanitarian response and advancing learning through innovation, knowledge building and learning.

KEY PERFORMANCE AREAS

- Coordinating humanitarian and community development initiatives across the district.
- Supervising branch staff and volunteers.
- Building relationships with local government, community leaders, and partner organizations.
- Planning, monitoring, and reporting on project activities and budgets.
- Ensuring compliance with donor, organizational, and humanitarian standards.
- Organizing emergency relief, responses and resilience building in disaster affected areas.
- Preparing monthly and quarterly reports for local, district and provincial offices.
- Supporting fundraising efforts to foster branch sustainability.
- Promoting community outreach, and awareness campaigns.
- Managing branch administration, logistics, and resources
- Coordinating to collect, compile and analyse data for the community baselines and project evaluations.

SKILLS REQUIRED

- A bachelor's degree or equivalent in Social Sciences, Development Studies, Public Administration, Disaster Management, or a related field.
- At least 3–5 years of experience in NGO or humanitarian project management.
- Strong leadership, communication, budgeting, and report-writing skills.
- A valid driver's licence (drive manual 4x4) and willingness to travel within the district.
- Knowledge of humanitarian principles and South African community development systems.
- Good knowledge and understanding of Disaster Risk Management and related concepts
- Natural resources management, climate issues and Early Warning Systems and Anticipatory Actions
- Competency in MS Office

DESIRABLE ATTRIBUTES

- Results driven
- Emotional intelligence
- Analytical and problem-solving skills
- Decisiveness
- Strategic thinking
- Integrity
- Understanding of Participatory Development Approaches
- Training and presentation skills

N.B All qualifications will undergo verification process.

REMUNERATION:

- SARCS offers a competitive salary commensurate with qualifications and experience.

APPLICANTS SHOULD PROVIDE THE FOLLOWING DOCUMENTS

- Detailed curriculum vitae
- Three work related and traceable references
- Certified copy of identity card
- Certified copies of academic certificates
- Certified copy of drivers license

If you consider yourself to be the best candidate for these positions, please send your application letter, together with your CV and work-related references on or before **14 August 2026** to: recruitment@redcross.org.za