



MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 25 FEBRUARY 2022

CLOSING DATE: 08 MARCH 2022

JOB TITLE: X2 TECHNICAL PROGRAMME MANAGER

DURATION: 24 MONTHS

REGION: EASTERN CAPE AND LIMPOPO REGIONAL OFFICES

1. Objective of the Position

Provide leadership on all major projects/programmes within the Regional office. Accountable for planning, managing, executing and monitoring such projects/programmes. Effectively manage all programme resources (including financial and human resources).

2. Key Responsibilities

Main objectives/outputs	
Key Performance Areas	Activities linked to each KPA
1. Ensure the effective planning, management and implementation of all allocated projects/programmes.	1.1. Ensure that all allocated programmes are effectively planned for, including the development of detailed project implementation plans 1.2. Design and or implement tracking systems to monitor progress and detect variations in completing deliverables against allocated time and budget. 1.3. Plan and monitor the programme's overall progress, resolve any issues and implement corrective actions as appropriate. 1.4. Effective management of programme/project teams to ensure that they meet the programme/project objectives. 1.5. Conduct risk assessment of the programme,

	<p>develop and implement mitigation measures</p> <p>1.6. Manage changes to project scope, project schedule and project costs using appropriate verification techniques</p> <p>1.7. Take responsibility for the quality assurance and overall integrity of the programme</p> <p>1.8. Develop project reports on relevant programme issues and progress on a regular basis or at stipulated intervals</p>
2. Exercise budgetary control for all allocated programmes	<p>2.1. Manage the programme budget and monitor expenditure and costs against deliverables</p> <p>2.2. Ensure that invoices submitted by contractors and professional service providers are verified against work completed on-site.</p> <p>2.3. Ensure that all projects are invoiced timeously, accurately and in accordance with client contracts</p> <p>2.4. Compile variation orders where identified and required</p>
3. Effectively manage third parties and stakeholders	<p>3.1. Manage 3rd parties contributions to the programme as appropriate including contract management of service providers/contractors and community workers.</p> <p>3.2. Liaise with and manage all relevant stakeholders</p> <p>3.3. Manage communications with all stakeholders and ensure that they are kept abreast of project/programme progress and relevant developments.</p> <p>3.4. Ensure that the JBCC Contractual arrangements are adhered to all the time by the Contractors and Project Manager</p>
4. Contribute to the sustainability of the Regional Office	<p>4.1. Advocate Mvula's approach in the implementation of all projects/programmes including documentation and sharing of lessons learnt at each project closure.</p> <p>4.2. Represent the Regional office in relevant forums and client meetings as may be necessary.</p> <p>4.3. Ensure that the office continues to obtain work (this includes proposal and Business Plan preparation, and participating in IDPs, water and sanitation forums with the likelihood of identification of prospects).</p>

3. Key Requirements

Qualifications, skills, knowledge, experience and behaviour required to perform the job competently	
<u>Knowledge and Education</u>	<u>Experience</u>
1. A degree or National Diploma in development, engineering or related	1. At least 7 years' experience in projects/programme management using

<p>field is required</p> <ol style="list-style-type: none"> 2. A recognized project management qualification is required 3. Good knowledge of techniques for planning, monitoring and controlling programmes 4. Good understanding of SCM process including negotiation with third parties 5. Good knowledge of programme and project management methods and systems 6. Good understanding of the water sector legislative/regulatory environment 7. Sound knowledge and understanding of all relevant legislation and experience in the implementation of the Occupational Health and Safety Act, 1993 	<p>leading methodologies, practices and processes</p> <ol style="list-style-type: none"> 2. Registration with the relevant professional body. 3. Proven experience in planning and managing multiple complex projects 4. Proven experience in managing multiple stakeholders including service providers, communities, clients and project teams is required 5.
<p><u>Behaviour and Attributes</u></p> <ol style="list-style-type: none"> 1. Attention to detail 2. Diligent and hard working 3. Work independently and manage work pressure well 4. Honesty and integrity 5. Professionalism and excellent delivery standards 6. Time management ability 7. Results focused 8. Excellent problem solving ability 9. Client/Customer orientated 10. Ability to multitask 	<p><u>Key Competencies and Skills</u></p> <ol style="list-style-type: none"> 1. Good problem solving and analytical skills 2. Good planning and organizing skills 3. Good report writing skills and presentation skills. 4. Good oral and written communications skills 5. Good interpersonal skills 6. Good negotiation skills 7. Excellent project and programme management and administration skills

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za. Please also visit our website at www.themvulatrust.org.za for more information.

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

N.B Interested candidates must avail themselves at any date, venue and time as determined by the Mvula Trust.

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.

