



MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 25 FEBRUARY 2022

CLOSING DATE: 08 MARCH 2022

JOB TITLE: 5X PROJECT DEVELOPMENT FACILITATOR: TECHNICAL

DURATION: 12 MONTHS

REGION: EASTERN CAPE REGIONAL OFFICES (EAST LONDON)

1. Objective of the Position

Provide technical support and assist in the effective implementation of all allocated projects. Provide inputs on project planning, and effectively execute and monitor such projects.

2. Key Responsibilities of the Position

Main objectives/outputs	
Key Performance Areas	Activities linked to each KPA
1. Manage the implementation of all allocated projects/programmes and provide technical support as required	1.1. Conduct regular site visits and ensure that projects are implemented in accordance with the quality standards and specifications 1.2. Monitor the programme's overall progress, resolve any issues and implement corrective actions as appropriate. 1.3. Conduct risk assessment of the programme, develop and implement mitigation measures 1.4. Take responsibility for the quality assurance and overall integrity of the programme 1.5. Develop project reports on relevant programme issues and progress on a regular basis or at stipulated intervals

2. Exercise budgetary control for all allocated project	2.1. Manage the project budget and monitor expenditure and costs against deliverables 2.2. Verify invoices submitted by contractors and professional service providers against work completed on-site. 2.3. Ensure that all projects are invoiced timeously, accurately and in accordance with client contracts 2.4. Assist in the compilation of variation orders where identified and required.
3. Effectively manage third parties and stakeholders	3.1. Manage 3rd parties contributions to the programme as appropriate including contract management of service providers/contractors and community workers. 3.2. Liaise with and manage all relevant stakeholders 3.3. Effectively communicate with all stakeholders and ensure that they are kept abreast of project/programme progress and relevant developments.
4. Contribute to the sustainability of the Regional Office	4.1. Advocate Mvula's approach in the implementation of all projects/programmes including documentation and sharing of lessons learnt at each project closure. 4.2. 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).

3. Key Requirements of the Position

Qualifications, skills, knowledge, experience and behaviour required to perform the job competently	
<u>Knowledge and Education</u> <ol style="list-style-type: none"> 1. A degree or national diploma in civil engineering or related field is required 2. A recognized project management qualification is required 	<u>Experience</u> <ol style="list-style-type: none"> 1. At least 3 years' experience in projects management using leading methodologies, practices and processes 2. Good project and programme management and administration skills 3. Understanding of the water sector legislative/regulatory environment 4. Proven experience in managing multiple stakeholders including service providers, communities, clients and project teams is required
<u>Behaviour and Attributes</u> <ol style="list-style-type: none"> 1. Attention to detail 2. Diligent and hard working 3. Work independently and manage work pressure well 	<u>Key Competencies and Skills</u> <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.

<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 4. Good oral and written communications skills 5. Good interpersonal skills 6. Good negotiation skills
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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.