

**THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT**

**DATE POSTED:** 19 February 2025

**CLOSING DATE:** 28 February 2025

**JOB TITLE:** Programme Administrator (24 Months)

**REGION:** Limpopo Regional Office (Polokwane)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Limpopo Regional Office based in Polokwane.

**The objective of the Position**

To support project staff in programme administration, procurement, and general administration. Coordinate information and provide ad hoc support to the Regional Office in the implementation of their projects/activities.

**Key Performance Indicators**

- Develop and maintain lists of current projects/ programmes on behalf of the team.
- Ensure that client contracts are collected and filed accordingly.
- Set up and maintain manual and electronic filing systems for all projects.
- Provide support with regard to financial planning including collecting and structuring data and preparing spreadsheets and reports.
- Capture project information on relevant systems and databases as required i.e. EFS system, EFMS etc.
- Coordinate materials, presentations, and minutes, track actions, arrange meeting schedules, circulate meeting agenda(s), prepare minutes, and maintain a calendar of appointments, travel itineraries, and other special events for programmes on time.
- Timeously disseminate information on projects/ programmes as and when necessary to relevant stakeholders.
- Consolidate information from the project team for drawing up and distributing progress reports, e.g. status reports.
- Develop and maintain databases on behalf of the team.
- Attend SCM processes or meetings as and when required.
- Receive, check, and record payment certificates.

### **Qualifications and Experience**

- National Diploma/ Degree in Business Administration or relevant qualification.
- A minimum of three (3) years working experience in project management.
- Exposure to Financial Management and or Project Management Processes and Principles.
- Understanding of built environment legislation or regulation requirements.
- Computer literacy (MS Office) – advanced Projects, Excel, PowerPoint, etc.

Interested candidates are requested to e-mail their CVs to: [recruitment@themvulatrust.org.za](mailto:recruitment@themvulatrust.org.za). Please also visit our website at [www.themvulatrust.org.za](http://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.