

INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 25 August 2024

CLOSING DATE: 30 August 2024

JOB TITLE: Programme Manager (36 months contract)

REGION: Eastern Cape Regional Office (East London)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Eastern Cape Regional Office (East London)

The 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).

Key Performance Indicators

- Oversee the PM in ensuring that all pre-contractual conditions are satisfied before Instruction to Proceed Is Issued to the PSP/Contractor.
- Oversee that all Tender documents for appointed contractors (with balanced BoQ) are signed and stored safely in hard and soft copy for management and audit purposes.
- Oversee that SDPs and BoQ are aligned to avoid costly claims against TMT.
- Oversee that Quality and Performance Reviews for All Projects are carried out at Key Gates (Inception, Preliminary, Detail Design, Tender, PC, WC, FC).
- Oversee that the PC, WC, FC are achieved within contractual dates.
- Develop and Monitor Programme Baseline and Actual Performance Targets Plans (Physical and Financial).
- Ensure that all allocated programmes are effectively planned for, including the development of detailed project implementation plans.
- Design and/ or implement tracking systems to monitor progress and detect variations in completing deliverables against allocated time and budget.
- Effectively engage and manage all stakeholders and ensure that they are kept abreast of the programme progress and relevant developments.
- Manage timely submission of critical requests requiring approvals from management and clients.
- Ensure PSP and contractors are undertaking their responsibilities as indicated in the SPSA and JBCC.
- Conduct ad hoc site visits and monitor that the construction of works is in line with the SANS building standards, Engineers' specifications, Architect's drawings, scope and within approved costs.
- Develop Quality Plans for all Works to guide the project team.
- Monitor issuance/ submission and filing of critical site documents.
- Prepare, submit, and track Monthly Invoices and supplier payments.
- Ensure Variation/Change Management Process Is developed and followed.
- Manage the performance of PDFs is of highest quality standards and in accordance with Key performance indicators and processes and procedures and ensure daily, weekly and monthly targets are met.
- Prepare Weekly and Monthly Progress Reports.
- Ensure monthly Technical and Progress meetings for all the projects.
- Ensure that Contracts/Projects Record Management and Filing Commensurate with The Stage of the Project- Soft and Hard Copy.
- Evaluate Extensions of Time Within Contractually Stipulated Periods.

- Close All Projects Within the Contractual Timeframes (Where Extended, Extension of Time to Be Provided, Where Contractor Is in Culpable Delay, Proof of Consequence Management Action Taken to Be Shown).
- Develop and Manage Risks and Issues for the Programme and report to management.

Qualifications and Experience

- A Degree in Quantity Surveying or Civil Engineering or Construction Management
- A recognized project management qualification will be an added advantage.
- Professional registration with a SACQSP or ECSA
- Professional registration with a SACPCMP will be an added advantage.
- At least 10 years' experience in infrastructure projects of which 5 years working as Programme Manager or Project Manager on medium to large projects.
- Excellent project and project/programme management and administration skills.
- Understanding of the water sector legislative/regulatory environment.
- Proven experience in managing multiple stakeholders including service providers, communities, clients, and project teams is required.

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za.

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.