

**INTERNAL/EXTERNAL ADVERTISEMENT**

**DATE POSTED:** 25 August 2024

**CLOSING DATE:** 30 August 2024

**JOB TITLE:** Social Facilitator (24 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:**

Social Facilitator will provide leadership on ISD matters on all major projects/programmes with the regional office.

**Key Performance Indicators**

- Ensure that there is effective community mobilization and engagement at project inception and throughout the project lifecycle.
- Plan and monitor the programme's overall progress, resolve any issues and implement corrective actions as appropriate.
- Effective management of the ISD programme/project teams to ensure that they meet their objectives.
- Provide advice, support, and training on OHS, health and hygiene at the project level.
- Monitor and ensure that quality standards are adhered to all ISD aspects of projects.
- Develop project reports on relevant programme issues and progress on a regular basis or at stipulated intervals.
- Provide leadership in knowledge sharing through case studies and lessons learnt documents.
- Report incidences and monitor that appropriate disciplinary action is taken against that employee if necessary.
- Manage the ISD programme budget and monitor expenditure and costs against deliverables.
- Ensure that all allocated projects are invoiced timeously, accurately and in accordance with client requirements.
- Manage 3rd parties contributions to the programme as appropriate.
- Liaise with and manage all relevant stakeholders including contractors, and community workers in order to identify and resolve issues and challenges as they arise.
- Manage communications with all stakeholders and ensure that they are kept abreast of project/programme progress and relevant developments.
- Advocate Mvula's approach in the implementation of all projects/programmes including documentation and sharing of lessons learnt at each project closure.
- Represent the Regional office in relevant forums and client meetings as may be necessary. Ensure that the office continues to obtain ISD work (this includes proposal and Business Plan preparation, and participating in IDPs, water and sanitation forums with the likelihood of identification of prospects).
- Develop and implement relevant training programmes and workshops for the community groups, local/districts/councillors, project agents and other relevant groups.
- Develop a project proposal for funding in accordance with the mission, policies, and guidelines of The Mvula Trust.

## Qualifications and Experience

- A National Diploma/ Degree in Social Sciences or Development or related field is required.
- A recognised project management qualification will be an added advantage or equivalent.
- Good knowledge of techniques for planning, monitoring, and controlling programmes.
- Good understanding of health and hygiene principles and methodologies.
- Good understanding of occupational health and safety regulations, policies, and procedures
- Good understanding of the water sector legislative/regulatory environment.
- Extensive knowledge in working with disadvantaged communities on project implementation and community empowerment through community management and control.
- Proven experience in participatory health and sanitation (PHAST).
- Excellent project and programme management and administration skills.

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