

THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 13 March 2023

CLOSING DATE: 24 March 2023

JOB TITLE: Programme Manager (PrCPM) X2 (12 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 based in E.

Objective of the Position

The Programme Manager (PrCPM) will provide leadership on all major projects/ programmes within the Regional Office. The Programme Manager (PrCPM) will be accountable for effective planning, managing, executing and monitoring projects/ programmes (including financial and human resources).

Key Performance Indicators

- 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.
- Plan and monitor the programme's overall progress, resolve any issues and implement corrective actions as appropriate.
- Effective management of programme/project teams to ensure that they meet the programme/project objectives.
- Conduct risk assessment of the programme, develop and implement mitigation measures.
- Manage changes to project scope, project schedule and project costs using appropriate verification techniques.
- Take responsibility for the quality assurance and overall integrity of the programme.
- Develop project reports on relevant programme issues and progress on a regular basis or at stipulated intervals.
- Manage the programme budget and monitor expenditure and costs against deliverables.
- Ensure that invoices submitted by contractors and professional service providers are verified against work completed on-site.
- Ensure that all projects are invoiced timeously, accurately and in accordance with client contracts.
- Compile variation orders where identified and required.
- Manage 3rd parties contributions to the programme as appropriate including contract management of service providers/contractors and community workers.
- Liaise with and manage all relevant stakeholders.

- Manage communications with all stakeholders and ensure that they are kept abreast of project/programme progress and relevant developments.
- Ensure that the JBCC Contractual arrangements are adhered to all the time by the Contractors and Project Manager.
- Advocate The 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 work (this includes proposal and Business Plan preparation, and participating in IDPs, water and sanitation forums with the likelihood of identification of prospects).

Qualifications and Experience

- National Diploma/ Degree in Engineering or equivalent (NQF level 6).
- At least 7 years working experience in projects/programme management using leading methodologies, practices and processes.
- Computer literacy (MS Office) – advanced Projects, Excel, Power Point, etc.
- Must be professionally registered.
- A proven working experience in planning and managing multiple stakeholders including service providers, communities, clients and project teams.
- Sound knowledge and understanding of Health and Safety Act.
- Good understanding of SCM process including negotiation with third parties.

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.