

**THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT**

**DATE POSTED:** 13 March 2023

**CLOSING DATE:** 24 March 2023

**JOB TITLE:** Project Administrator 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 East London.

**Objective of the Position**

The Project Administrator will provide support in programme administration, procurement and general administration. The Project Administrator will assist in ensuring that projects complies with relevant regulatory and reporting requirements an internal controls. The Project will coordinate information and provide ad hoc support to the Regional Office.

**Key Performance Indicators**

- Provide effective project administration support.
- Develop and maintain list of current projects/ programmes on behalf of the team.
- Capture project information on relevant systems and databases as required i.e. SAP system, EFMS etc.
- Trach actions and report financials of projects accurately in accordance with agreed standardized reporting mechanisms.

**Qualifications and Experience**

- ✓ National Diploma/ Degree in Business Administration/ Management or equivalent (NQF level 6)
- ✓ A minimum 3 years of working experience
- ✓ Computer literacy (MS Office) – advanced Projects, Excel, Power Point, etc.
- ✓ Exposure to financial management and or project management processes and principles.



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.