

**THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT**

**DATE POSTED:** 13 March 2023

**CLOSING DATE:** 24 March 2023

**JOB TITLE:** Project Engineer (Pr Eng./ Tech) (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 Engineer (Pr Eng./Tech) will provide technical support in implementation of projects/programmes. The Project Engineer (Pr Eng./Tech) will plan and design infrastructure projects, draw specifications, prepare technical reports and assist in management of projects/programmes

**Key Performance Indicators**

- Ensure that all allocated programmes are effectively planned for, including the development of detailed project implementation plans
- Provide design inputs on all infrastructure projects that The Mvula Trust is involved with.
- Determine project specifications by studying the designs, customer requirements, and performance standards; completing technical studies; preparing cost estimates.
- Determine project responsibilities by identifying project phases and elements; assigning personnel to phases and elements; reviewing bids from contractors.
- Determine project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements.
- Design and or implement tracking systems to monitor progress and detect variations in completing deliverables against allocated time and budget.
- Maintain project schedule by monitoring project progress; coordinating activities; resolving problems.
- Control project plan by reviewing design, specifications, and plan and schedule changes and recommending appropriate corrective actions.
- 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.

- Prepare project status reports by collecting, analyzing, and summarizing information and trends and recommending actions.
- Manage the programme budget and monitor expenditure and costs against deliverables.
- Control project costs by approving expenditures; administering contractor contracts.
- Verify invoices submitted by contractors and professional service providers against work done on-site.
- Ensure that all projects are invoiced timeously, accurately and in accordance with client contracts.

#### **Qualifications and Experience**

- National Diploma/ Degree in Civil Engineering or equivalent (NQF level 6)
- 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](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.