

THE MVULA TRUST INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 17 March 2023

CLOSING DATE: 24 March 2023

JOB TITLE: Social Facilitator (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

Provide leadership on ISD matters on all major projects/programmes within the Regional office. Provide support and advice on ISD components of projects/programmes. Effectively manage all programme resources (including financial and human resources).

Key Performance Indicators

- Ensure that there is effective community mobilization and engagements 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 project level.
- Monitor and ensure that quality standards are adhered on 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, 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).
- Manage the development, promotion and advocacy of the Mvula Trust's policies, guidelines, goals and methodologies.
- Develop and implement relevant training programmes and workshops for the community groups, local/districts/councilors, project agents and other relevant groups
- Develop project proposal for funding in accordance with the mission, policies, and guidelines of the Mvula Trust.

Qualifications and Experience

- A degree or National Diploma in social sciences or development or related field is required
- At least 5 years' experience in community development, mobilization and engagements or social development
- A recognized project management qualification is required
- 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
- Proven experience in managing multiple stakeholders

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatruster.org.za. Please also visit our website at www.themvulatruster.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.