



THE
MVULA
TRUST

A leading developmental NGO

The Mvula Trust, a leading developmental NGO, has the following exciting opportunities in its various regional offices.

Programme Manager: Technical (1 Post)

Limpopo Regional Office: Polokwane
(2-year contract)

Responsibilities: • Provide leadership on all major projects/programmes within the Regional Office • Be accountable for planning, managing, executing and monitoring such projects/programmes • Effectively manage all programme resources (including financial and human resources) • Ensure the effective planning, management and implementation of all allocated projects/programmes • Exercise budgetary control for all allocated programmes • Effectively manage third parties and stakeholders • Contribute to the sustainability of the Regional Office.

Requirements: • Degree or National Diploma in Civil Engineering or related field • Recognised Project Management qualification • At least 7 years' experience in projects/programme management using leading methodologies, practices and processes.

Project Development Facilitator: ISD (5 Posts)

• Limpopo Regional Office: Polokwane (2) • Eastern Cape Regional Office: * East London (1) * Mthatha (1) * Barkly East (1)
(1-year contract)

Responsibilities: • Assist the Mvula Trust in facilitating the acceleration of and implementation of water and sanitation projects at community level • Implement ISD aspects of all projects/programmes and ensure that communities and other stakeholders are mobilised and engaged throughout the project lifecycle • Provide support and effectively implement ISD aspects of all allocated projects/programmes • Effectively manage third parties and stakeholders • Exercise budgetary control for all allocated projects

Requirements: • Degree or National Diploma in Social Development or related field • Minimum of 3 years' working experience • Proven experience in participatory health and sanitation (PHAST).

Project Development Facilitator: Technical (3 Posts)

Eastern Cape Regional Office: • East London (1) • Mthatha (1)
• Barkly East (1)
(1-year contract)

Responsibilities: • Provide technical support and assist in the effective implementation of all allocated projects • Provide inputs on project planning, and effectively execute and monitor all allocated projects • Manage the implementation of all allocated projects/programmes and provide technical support as required • Exercise budgetary control for all allocated programmes • Effectively manage third parties and stakeholders • Contribute to the sustainability of the Regional Office.

Requirements: • Degree or National Diploma in Civil Engineering or related field • Recognised Project Management qualification • At least 3 years' experience in projects management using leading methodologies, practices and processes.

Programme Administrator (2 Posts)

Eastern Cape Regional Office: • East London • Mthatha • Barkly East
(2-year contract)

Responsibilities: • Support project staff in programme administration, procurement, and general administration • Coordinate information and provide ad hoc support to the Regional Offices in the implementation of their projects/activities • Provide effective Project Administration Support • Develop and maintain lists of current projects/programmes on behalf of the team • Capture project information on relevant systems and databases as required ie SAP system, EFMS etc • Track actions and report financials of projects accurately in accordance with agreed standardised reporting mechanisms.

Requirements: • 3-year degree or National Diploma in a relevant field • Minimum of 3 years' working experience • Exposure to financial management and/or project management processes and principles.

Project Finance Officer (1 Post)

Eastern Cape Regional Office: • East London • Mthatha • Barkly East
(2-year contract)

Responsibilities: • Provide support, guidance and advice to the projects in the implementation of financial policies, processes and procedures • Assist in ensuring that projects comply with all relevant regulatory and reporting requirements and internal controls • Assist the Programme and Project Managers in ensuring that projects are financially viable and sustainable • Ensure effective Project Finance Management • Provide an efficient project cost accounting function and assist with the continuous updating of the costing model • Prepare budgets for each project and ensure credible budgeting and monitoring performance against the budget, as well as the rolling forecasts of projects at all times • Assist project teams and ensure that all projects are invoiced timeously, accurately and in accordance with client contracts • Strengthen contract management, especially from a finance point of view and report all weaknesses to the Regional Director and the project owner.

Requirements: • BCom degree in Financial Management or Accounting • At least 3 years' experience in the project finance field • Good understanding and knowledge of financial principles, processes and practices (GAAP and GRAP) • Good understanding of reporting standards and requirements (IFRS).

Human Resources Intern

Head Office: Midrand

Responsibilities: • Be responsible for HR filing and auditing • Assist with recruitment process • Be responsible for general HR office administration • Coordinate induction training days • Assist with Payroll when necessary • Review attendance register and monitor leave system • Be responsible for labour law compliance research.

Requirements: • Bachelor's degree or diploma in Industrial Psychology or in HRM • Knowledge around labour legislation • Ability to work independently and in a team environment, with a high degree of initiative, poise, and confidentiality • Excellent written, verbal and interpersonal communication skills • Time management skills • Highly proficient with MS Office suite.

Documents required: • Full updated CV • Academic transcripts • Copy of degree/diploma • Copy of ID.

Please also visit our website at www.themvulatrust.org.za for more information

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

Closing date: 19 February 2017

Please do not send any certificates, diplomas or testimonials (unless otherwise stated).

NB: 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 short-listed 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.