

**POSITION: PROJECT DEVELOPMENT FACILITATOR  
(TECHNICAL)**

**EXTERNAL ADVERTISEMENT**

**DATE POSTED: 11 OCTOBER 2017**

**CLOSING DATE: 19 OCTOBER 2017**

**TYPE OF CONTRACT: PERMANENT**

**SALARY GRADE: 9**

**LOCATION: KWAZULU NATAL NORTH (EMPANGENI)**

The Mvula Trust, the leading NGO in the rural water supply and sanitation field in South Africa, has the above vacancy reporting to the Regional Director. The successful candidate will be responsible for planning, implementing and managing rural water, household sanitation and school sanitation projects in our KZN North (Empangeni) Region.

**Key Performance Areas:**

- Manage the implementation of water, sanitation and related developmental projects, including procurement, budget control and reporting
- Provide training to community labour and contractors in the implementation of projects.
- Chair site meetings as may be required and accurately communicate relevant project information to all project stakeholders
- Adhere to and ensure that all projects are implemented in accordance with good project management principles, processes and methodologies
- Track the progress and monitor the quality of work being performed at project level, provide corrective measures where required
- Produce and implement plans and strategies to allow ongoing effective facilitation of projects
- Prepare substantial completion certificates and ensure that all required project close out documents are collated and compiled
- Provide technical assistance and troubleshooting at project sites

- Produce detailed quarterly progress reports and close out reports on projects
- Liaise with relevant local, district and provincial government structures to ensure an effective stakeholder participation and integration of projects
- Contribute to the identification of project risks and implementation of mitigation measures
- Prepare detailed reports, case studies and other project documentation.

**Minimum Requirements:**

- National Diploma or B-Tech degree or Bachelor's Degree in Civil Engineering /Construction Management / Quantity Surveying field or related field.
- A minimum of 3 years relevant experience
- Atleast two (2) years of experience in managing medium to large-scale projects.
- Practical experience in technical aspects of rural water, household sanitation and institutional sanitation projects.
- A valid driver's license and a reliable motor vehicle.
- Excellent computer skills (MS Word, Excel and Power Point).
- Effective report writing skills.
- Commitment to rural development principles, and the vision and values of The Mvula Trust

The Mvula Trust is committed to Employment Equity, and preference will be given to persons who are from historically disadvantaged groups. Interested applicants are invited to submit their applications, with detailed CVs to The Human Resources Department by e-mail to [recruitment@themvulatrust.org.za](mailto:recruitment@themvulatrust.org.za) on or before **19 October 2017**.

**Please do not send any certificates, diplomas or testimonials.**

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.