

The Mvula Trust, a leading developmental NGO, has the following exciting opportunities:

Manager: Finance x2

- Eastern Cape (East London)
- Limpopo (Polokwane)
- (2-year contract)

The Mvula Trust is the leading NGO in the rural water supply and sanitation field in South Africa, with a solid track record, high-calibre staff and a network of relationships and partnerships with the major stakeholders in the sector. The mission of the Mvula Trust is to improve the health and livelihoods of poor and disadvantaged South Africans using and maximising community-based approaches to facilitate delivery of integrated and sustainable water, sanitation and related services, while ensuring that people's voices are heard. The Manager: Finance will be accountable to the Regional Director in the Eastern Cape and Limpopo. We are looking for a strong and dynamic individuals who will be able to enforce compliance with processes, procedures and deadlines, prepare annual financial statements in terms of IFRS, manage forecasting and budgeting processes, manage financial risk and ensure adherence to laws and regulations.

Key performance areas: • Assist in assessing options for improving financial systems, processes and procedures • Ensure and promote effective financial management within the organisation • Ensure effective financial planning, financial accounting, controls and reporting • Contribute and assist with the internal and external audit processes • Play a leading role in dealing with all outstanding findings raised by internal and external auditors during the routine and ad hoc audit processes • Coordinate the year-end process from planning, preparation of Annual Financial Statement and reporting to ExCo and MANCO on the progress of the year-end process • Coordinate the Risk Management process across the organisation and provide the supportive role to the CFO on Risk Management. *Estimate project and programme costs:* • Conduct feasibility studies • Check the sustainability of the project • Ensure uniform estimating methods • Provide a programme costing service • Provide overall programme budgetary control system. *Plan and budget for all project and programme activities:* • Plan the activity flow of the programme • Cost all the activities • Prepare the budget • Coordinate the activities between Programme Managers and stakeholders involved • Assist Programme Managers with cost planning • Implement schedule planning. *Perform financial management activities:* • Verify all claims before payment can be made • Recommend authorisation for payment • Manage the project and programme cash flow • Monitor project and programme budgets • Maintain cost control.

Requirements: • BCom degree in Financial Accounting • At least 10 years' experience in the finance environment • At least 3 years of which should be at a middle management level and financial reporting • Proven experience in financial management, revenue management, audit and risk management, budgeting, working capital and cash-flow management • Proven experience and knowledge of financial principles, processes and practices (IFRS for SMEs) • Good understanding and knowledge of financial principles, processes and practices (IFRS for SMEs) • Good understanding of accounting and reporting standards • Good understanding of Enterprise-wide Risk Management principles • Good understanding of the SA Tax Legislation.

Programme Manager: ISD

- Limpopo (Polokwane)
- (3-year performance-based contract)

The Mvula Trust has an opportunity for a Programme Manager in the Limpopo (based in Polokwane). The Programme Manager will support project staff in programme management implementation, administration, procurement, and general administration.

Key performance areas: • Ensure that all allocated programmes are effectively planned for, including the development of detailed project implementation plans • Ensure that there is effective community mobilisation 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 • Effectively manage 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 to 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 • Manage the ISD programme budget and monitor expenditure and costs against deliverables • Ensure that all allocated projects are invoiced timely, 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/councillors, project agents and other relevant groups • Develop project proposal for funding in accordance with the mission, policies, and guidelines of the Mvula Trust.

Requirements: • Degree or National Diploma in Social Sciences or Development or related field • Recognised Project Management qualification • 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 • At least 5 years' experience in community development, mobilisation and engagements or social development • Extensive knowledge of 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 • Good problem-solving and analytical skills • Good planning and organising skills • Good report-writing and presentation skills • Good verbal and written communications skills • Good interpersonal skills.

Senior Officer: Financial Management

- Limpopo (Polokwane)
- (2-year performance-based contract)

The Mvula Trust, an independent agency supporting the improvement of water and sanitation services for the unserved, has a vacancy for a Senior Officer: Financial Management in its Limpopo (Polokwane) office.

Key performance areas: Reporting to the Manager: Finance, the incumbent will: • Provide an efficient project cost accounting function and assist with the continuous updating of the costing model • Prepare complex financial modelling to support decision making • Be part of the project team by assisting with costing of the project which would eventually translate into a budget for the project • Prepare budgets for each project and ensure credible budgeting and monitor performance against the budget, as well as the rolling forecasts of projects at all times • Monitor and manage deviations from the estimated income and report monthly • Provide variance analysis reports from budget, identify added-value reporting opportunities for trend analysis and commentary to assist forecasting and budgeting requirements • Assist project teams and ensure that all projects are invoiced timely, accurately and in accordance with

client contracts • Ensure timely submission of financial information to senior management for reporting purposes • Deal with treasury management and day-to-day cash management • Maintain records and reconciliation controls and oversee monthly creditor reconciliations • Ensure good project governance and adherence to accounting standards • Ensure that there are sufficient controls to enhance the completeness of revenue • Identify risks throughout the project life-cycle • Strengthen contract management, especially from a finance point of view and report all weaknesses to the Regional Director and the project owner • Be responsible for Foreign Exchange exposure and all financial controls thereto.

Requirements: • BCom degree in Financial Management or Accounting and completed articles will be an added advantage • At least 3 years' experience in the project finance field • Good understanding and knowledge of financial principles, processes and practices (GAAP an GRAP) • Good understanding of reporting standards and requirements (IFRS) • Good understanding of Enterprise-wide Risk Management principles • Good understanding of the SA Tax Legislation • Good financial management skills with strong analytical and problem solving skills • Planning, organising and coordination skills with good communication skills • Computer literacy in MS Excel, PowerPoint, Word, Internet and e-mail.

Administrators

- Eastern Cape Regional Office
- (12-month performance-based contract)

Programme Administrator x4

The successful candidate will support project staff in programme administration, procurement, and general administration, assist in ensuring that projects comply with all relevant regulatory and reporting requirements and internal controls as well as coordinate information and provide ad hoc support to the Regional Offices in the implementation of their projects/activities.

Key performance areas: • 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 relevant field • Minimum of 3 years' working experience • Exposure to financial management and/or project management processes and principles.

Finance Administrators x3

The incumbent will provide support to the projects in the implementation of financial policies, processes and procedures and assist the Programme and Project Managers in ensuring that projects are financially viable and sustainable.

Key performance areas: • 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 timely, 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 or National Diploma 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 an GRAP) • Good understanding of reporting standards and requirements (IFRS).

Project Development Facilitator (Technical) (x4)

- (12-month performance-based contract)

Reporting to the Programme Manager, the successful candidate will be responsible for planning, implementing and managing rural water, household sanitation and school sanitation projects for which the Eastern Cape (Mthatha office) is responsible.

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/BTech degree or Bachelor's degree in Civil Engineering/Construction Management/Quantity Surveying field or related field • Minimum of 3 years' relevant experience • At least 2 years' experience in managing medium to large-scale projects • Practical experience in technical aspects of rural water, household sanitation and institutional sanitation projects • Valid driver's licence and a reliable motor vehicle • Excellent computer skills (MS Word, Excel and PowerPoint) • Effective report-writing skills • Commitment to rural development principles, and the vision and values of the Mvula Trust.

Legal Intern

- Head Office
- (12-month contract)

The Mvula Trust is offering an internship opportunity to unemployed South African graduates who have not been employed under any internship programme with an opportunity to gain experience in the field of law and corporate governance.

Requirements of the internship: Applicants must be in possession of a matriculation certificate and an LLB degree. Applications must be accompanied by a detailed Curriculum Vitae and certified copies of Matric certificate, academic transcripts and degree certificate. Failure to submit the required documents will result in your application not being considered.

A pre-employment security screening will be conducted on RSA citizenship, criminal record, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment.

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

Closing date: 19 March 2018

Please do not send any certificates, diplomas or testimonials

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.