

The Mvula Trust, a leading developmental NGO, has the following exciting opportunities in Limpopo (Polokwane):

Chief Engineer: Inspectorate

The successful candidate will monitor that infrastructure projects implemented by the Mvula Trust comply with approved building and engineering functional and technical norms and standards.

Key performance areas: • Monitor that planning and design completed are done according to sound building and engineering principles, and according to norms and standards and code of practice • Be up-to-date with the functional and technical norms and standards • Examine the structural quality and overall safety of buildings to ensure that buildings comply with municipal by-laws and building regulations • Provide technical hands-on, specialised support to the Regional Director in evaluating the effectiveness and/or efficiency of proposed building and civil engineering designs • Undertake ad hoc inspections and/or evaluations of building and civil engineering construction work • Disseminate information on the professional aspects of structural design concepts and provide reports detailing interventions and outcomes.

Requirements: • An Honours degree in Civil Engineering or related field. A Master's will be an added advantage • Professional registration in the civil engineering discipline as Pr Eng with ECSA • Good understanding of the SCM process, including negotiation with third parties • 10 years' experience in the planning, designing and contract management of technical projects, preferably in a managerial role leading a team of engineers • A sound understanding of and competence in most facets of the practices, construction methods and techniques and the systems applied in the full spectrum of civil engineering applications • Proven experience in managing multiple stakeholders, including service providers, communities, clients and project teams • Good understanding of the water sector legislative/regulatory environment • Good knowledge of design software packages • Sound knowledge and understanding of all relevant legislation and experience in the implementation of the Occupational Health and Safety Act, 1993 • Good understanding of construction set gates, eg stages 1 to 6 • An understanding of plans, specifications, shop drawings, contracts and documentation on a project • An understanding of fundamental materials properties • An understanding of environmental impact assessments.

Programme Manager: Technical

This role involves leadership on all major projects/programmes within the regional office, where the successful candidate will be accountable for planning, managing, executing and monitoring such projects/programmes. He/she will effectively manage all programme resources (including financial and human resources).

Key performance areas: • Effectively manage third parties and stakeholders • Contribute to the sustainability of the Regional Office • Ensure effective planning, management and implementation of all programmes • Exercise budgeting control for all allocated programmes.

Requirements: • A degree or National Diploma in Development, Engineering or related field • A recognised project management qualification • Good knowledge of techniques for planning, monitoring and controlling programmes • Good understanding of the SCM process, including negotiation with third parties • Good knowledge of programme and project management methods and systems • Good understanding of the water sector legislative/regulatory environment • Sound knowledge and understanding of all relevant legislation and experience in the implementation of the Occupational Health and Safety Act, 1993 • At least 7 years' experience in projects/programme management using leading methodologies, practices and processes • Registration with the relevant professional body • Proven experience in planning and managing multiple complex projects • Proven experience in managing multiple stakeholders, including service providers, communities, clients and project teams.

Programme Coordinator

The successful candidate will coordinate key projects related to the implementation and embedding of the Mvula Trust's organisational systems (technical and business systems) and technical projects.

Key performance areas: • Maintain the Regional Manager's calendar • Assist in defining and documenting scopes of work • Prepare, manage and track project progress and budgets • Ensure compliance to project control standards and procedures • Communicate project requirements to stakeholders • Execute project plans • Prepare and distribute project reports and update briefs • Develop resourcing plans and project budgets • Drive project deadlines and deliverables according to specified timelines • Ensure that any risks to key milestones are captured and flagged accordingly • Create and edit project presentations and documentation • Ensure document version control and records management • Establish, implement and maintain all project controls • Participate in line project office meetings and coordinate project committee and review meetings • Coordinate administrative arrangements for meetings and project-related events including traveling, accommodation and procurement of goods and services • Develop and maintain detailed project schedules, including all administrative tasks and sites involved in the project • Obtain project status feedback from various stakeholders and record in relevant status document • Perform continuous quality checks and report anomalies to the Project Manager.

Requirements: • A 3-year degree or national diploma in Project Management and/or relevant field • At least 3 years' project coordination experience, with exposure to financial management and/or project management processes and principles • Computer skills, including MS Word, Project, Excel and PowerPoint • The ability to interact effectively with others and demonstrate good interpersonal skills • The ability to multitask and re-prioritise work in response to urgent requests • Report-writing and time management skills • Planning and organising skills • Problem-solving and analytical skills.

2019 Internship Programme

Mvula is seeking to fill the following internship positions in their Limpopo (Polokwane) office. Potential interns must have the required qualifications as listed below:

Name of Position	Number of Interns Required	Qualifications
Project Development Facilitator: ISD	1	Degree in Social Science or Community Development
Project Development Facilitator: Technical	2	National Diploma, BTech or degree in Civil Engineering, Construction Management, Quantity Surveying, or related built environment qualification
Quantity Surveyor	1	Degree in Quantity Surveying

Applicants are invited to submit their applications, with a CV and a letter motivating why they would like to join the Mvula Trust internship programme, for the attention of the Human Resources Officer, to the e-mail address mentioned below.

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

Closing date: 12 October 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.