

JOB VACANCY!!!

Job title: Site Manager

Job reference number: WCape: SM/K

Closing date: 15 January 2017

Dhlahla Foundation-NPO, an Implementing Agent for the Community Work Programme (CWP) invites interested candidates to apply for the Site Manager's position within the Knysna Local Municipality.

The Job Description

- Managing the CWP site team
- Consult with local stakeholders, secure their support and involvement.
- Facilitate the establish a Reference Committee
- Identify local role-players that could assist the CWP at local level
- Put in place the institutional arrangements necessary to enable the smooth running of the site
- Develop Site plan, ensuring that it is feasible and within the budget
- Ensure proper induction of participants, setting up of a site office and securing storage space
- Coordinating procurement, ordering and deliveries
- Submit Monthly invoices, Compiling narrative, financial and output reports.
- Providing technical support to projects.
- Recruiting and registering participants in consultation with the Reference Committee
- Ensuring that participants understand the CWP systems and procedures
- Ensuring that participants fill in the CWP contract forms
- Facilitating the implementation of the CWP in various sub-sites
- Determining procurement requirements in consultation with the CWP coordinators
- Keeping records of tools and materials allocated to each site

Requirements

- Resides within the Knysna Municipal area
- Minimum Qualification - Grade 12
- Valid Driver's Licence
- Own reliable transport, essential
- Ability to write reports
- Must be able to communicate to various role players
- Minimum of 3 years' experience in community development
- Computer literate

FORWARD CV WITH COVER LETTER TO: w.cape@dhladhla.com or fax 086 513 6363

For Enquiries, Contact Adri Havenga @ 084 476 7861/ 021 851 3065

*Should you not have heard from us within 2 weeks from the closing date of this advert, kindly accept your application as **NOT** successful.*