



PROJECT OFFICER

Job Location: WELKOM

Employment type: contract

Job title: project officer

Remuneration: Market Related

Vacancy: 1

Closing Date: 21 APRIL 2023

Key performance areas:

- Oversee project timelines and achieve programme targets.
- Support administrative team and logistics to ensure optimum administration of programme activities & management of external service providers.
- Contracting of sub-recipients and contractors /service providers: support
- procurement of services, track and support performance, ensure quality data collection & reporting.
- Present quarterly progress reports to the stakeholders.
- Write reports on progress made, lessons & document best practices.
- Develop monthly /quarterly /annual implementation plans.
- Ensure that both target performance & expenditure are at 100%.
- Collate and analyse data and achievements for reporting purposes.
- Write detailed monthly, quarterly, and annual reports.
- Provide quality, and accurate data and reporting. Verify reported data, before finalisation and submission.

Minimum requirements:

- Relevant Diploma in Business Management
- 1year relevant experience working in a similar role in an NGO set up

Desirable additional education, work experience and personal abilities:

- Project Management Skills.
- Strong organizational skills.
- Excellent staff management skills
- Good verbal and written communication skills.
- Relevant computer skills.
- Ability to work independently and as part of a multi-disciplinary team.
- Adaptable, willing to take initiative and empathetic.
- Keen attention to detail.

Benefits Provided : None

Advertiser Responsible: Free State Rainbow Seeds

CVs can be hand delivered at-

Location: 44 Wes Burger Street, Library House Building opposite public Library, Office 410. **OR can also be emailed to :**

recruitment@fs-rainbowseeds.org.za OR nontlantlay@fs-rainbowseeds.org.za

For more information/Enquiries call >

HR Officer: Mrs Nontlantla Mokononyane at: 051 430 1023