

The Sishen Iron Ore Company-Community Development Trust (SIOC-CDT) was established in 2006 by Sishen Iron Ore Company (Kumba Iron Ore Limited), to invest in the development of the communities in which the company operates. The Trust focuses primarily on beneficiary communities adjacent to the Sishen Iron Ore Company's (SIOC) mining activities in the Northern Cape and Limpopo and invests significantly in community development projects aimed at ensuring sustainability beyond mining operations.

SIOC-CDT reserves the right not to appoint in this role

Project Coordinator (Welfare portfolio)
(Total package: Market Related salary)
Centre: Kathu, Northern Cape

Job Summary

The position reports to Project Manager: Health & Welfare, and the primary role of the incumbent will be in support of SIOC-CDT's Community Development Strategy by ensuring effective implementation of SIOC-CDT's welfare projects in the beneficiary communities of the Trust in the Northern Cape.

Key performance areas:

Gather and collate inputs to develop an appropriate focus area projects pipeline • Support the Project Manager in the implementation of identified individual high impact and sustainable projects within time, quality and budget parameters • Gather, collate and submit all required project procurement requirements in accordance to organisational policies and procedures • Assist the Project Manager to implement all decisions taken at the Projects Steering Committee meetings in accordance to delegation of authority • Document all project portfolio records, data and information as it relates to projects approval, implementation, and risk management, spending and stakeholder engagement • Maintain accurate filing and data systems as per organisational policies and procedures • Build, support and maintain welfare, diverse internal and external relationships to ensure achievement of organisational goals • Implement remedial actions where required. • Plan, schedule, coordinate and supervise subordinate activities to ensure efficiency and achievement of goals • Agree and implement own and sub-ordinates' development plans • Adhere to and ensure adherence to statutory regulations, organisational standards, policies and procedures • Report non-compliance and implement corrective actions to ensure compliance.

Minimum Requirements and Attributes:

An appropriate qualification 4 year Degree in Social Worker, registered with South Africa council for social service profession or related field • Minimum of 5 years' working experience primary social service profession with People with Disabilities , children, youth and old people • Proof of current registration • Proficient in full MS Office package (Ms Word, Excel, Power Point) • Should be able to prepare and present reports • Own reliable transport and flexibility to travel is required • Driver's License is essential • Being able to work under pressure and available to work on weekends when required • Fluent in Setswana and Afrikaans (someone specifically from Northern Cape) someone who already have a relation or experience with the Department of Social Development.

Competencies Required

Analytical and detail orientated • An ability to communicate in writing • Sound interpersonal skills • Problem solving • Planning • Organising • Excellent Communication • Report writing • Negotiation skills • Strong sense of ethics.

Applications

For applications stating the name of the position, please forward your CV, certified qualification copies (A SAQA certificate of evaluation must accompany foreign qualifications) to hr@sioc-cdt.co.za

Correspondence will be limited to applicants only. If you do not hear from us within 10 days after the closing date, please note that your application was unsuccessful.

Enquiries: Thandiswa Matose in HR at 066 300 6038

Closing date: 04 August 2021

