

# Rustenburg Community Development Trust

The Rustenburg Community Development Trust has been setup as part of the implementation of a R3.5 billion community empowerment transaction by Anglo American Platinum. The purpose of this role is to execute the mandate from the Board of Trustees in meeting the objectives of the Board. Exceptional opportunity exists within the Rustenburg Community Development Trust for the following vacancy:

## OPERATIONS MANAGER

This role ensures that the responsibilities of the Rustenburg Community Development Trusts Board related to stakeholder engagement, community projects and administrative management is executed on a day to day basis, addressing strategic, tactical and operational deliverables as per compliance to the Trust deed.

### Key duties & responsibilities include:

- Serve as primary external representative of Rustenburg Community Development Trust
- Manage interactions with and between, trustees, founder, corporate stakeholders, communities, Development Trusts, service providers, and beneficiary partners as appropriate
- Guide the development and codification of Rustenburg Community Development Trust governance consisting of systems, policies and procedures, while fostering a strong development-focused culture across projects, engagement and administration.
- Provide day-to-day management and oversight of financial management (inclusive of business plans, budgets and forecasting) and the administrative service provider: accounting and audit of Trusts accounts; disbursement of Trust funds; Trust governance and risk management; secretarial services to the Trusts.
- Provide day-to-day management of any out-

sourced delivery arrangements that the Board enters into, including oversight on Community Projects and the projects initiation, approval, initiation, building and executing service providers in the context of the overall strategy and policies.

- Lead stakeholder engagement, assess community assets and needs
- The development of trust strategies; identification of projects; project management; project performance monitoring and evaluation ( support might be available in the form of a service provider who is experienced in the realm of Project management and implementation)
- Oversee the compilation and production of trustee Board packs and communication, including regular programme reports, financial management reports, research reports, and others as appropriate (support may be provided by an experienced administrator. The OPS manager would need to ensure that the agenda, actions and deliverables are comprehensively reported on at all Board meetings
- Manage staff performance, including: setting performance objectives; mentoring and coaching

### Education:

- An appropriate undergraduate Degree in Development planning

- An advanced qualification in Project management
- Post graduate degree with social science & SED Business Management qualification would be an advantage

### Experience:

- Extensive first-hand experience (10 -15 years) working in community development, corporate social responsibility, and/or foundation management
- Experience working with Boards, multiple stakeholder groups, including the corporate, government and NGO sectors
- Experience managing complex organizational budgets and finances
- Experience with KPI monitoring and evaluation, and action planning
- Ability to source, influence and deliver donor partner funding
- Exposure to good corporate governance practice, King III and VI

### Skills & Knowledge:

- Strong analytical abilities (both quantitative and qualitative)
- Strong organizational and project management skills
- Ability to work independently; must be self-motivated and results driven.
- Flexibility and desire to work in a start-up environment, with little established structure

- Ability to cultivate strong relationships with senior-level trustees, corporate leaders, community leaders, and government representatives
- Humility to undertake administrative tasks, including willingness to engage them in granular detail
- Excellent interpersonal skills, including ability to present to large groups and executive-level audiences
- Outstanding writing abilities, including willingness and ability to write for executive-level audiences
- High level of proficiency in MS Office
- Ability and willingness to travel to rural, sometimes challenging, parts of the country
- Valid driver's license
- Connection to, or strong familiarity with, North West and or Limpopo provinces strongly preferred
- Working knowledge of legal and regulatory frameworks governing South African trusts strongly preferred

### Additional Information:

- Incomplete CV's and /or applications will not be considered.
- If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful.

Should you be interested in this position and meet requirements, kindly submit your CV and application letter to: Rustenburg Community Development Trust | Email: LLRAdvert@sng.za.com. Only applications submitted to this address will be considered. For enquiries kindly call Jane Bodiba on : 086 117 6782 / 012 443 6000. Applications to be submitted by no later than 13 April 2017

**RUSTENBURG COMMUNITY DEVELOPMENT TRUST FRQ.01/2017**  
**REQUEST FOR QUOTATIONS FROM SUITABLY QUALIFIED SERVICE PROVIDERS:**  
Programme/Project Development and Implementation Unit (PDIU) Services  
YOU ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE REQUIREMENTS OF THE RUSTENBURG COMMUNITY DEVELOPMENT TRUST

RFQ NUMBER	RFQ 01/2017	
DESCRIPTION OF GOODS/SERVICES	Programme/Project Development and Implementation Unit (PDIU) Services	
PUBLISH/ADVERTISEMENT DATE	06 April 2017	
CLOSING DATE & TIME	20 April 2017 at 12h00	
COMPULSORY REQUIREMENTS		Tick Applicable box
	Acceptance of RCDT conditions	
	Valid and original Tax Clearance	
	Valid and original or certified copy of Bee Certificate or approval letter from the IRBA Registered Auditor	
	Attendance of compulsory briefing session	
	Mandatory registrations (i.e. Statutory Bodies Registration)	
COMPULSORY BRIEFING SESSION	Date: 13 April 2017 Time: 11h30 Venue: Rustenburg Community Development Trust, 75 Edam Avenue, Waterval East Ext. 37, Rustenburg. 0299	
ENQUIRIES	Enquires must be addressed to	
QUOTE VALIDITY	60 days (Commencing from the RFQ closing date)	
SUBMISSION	Bids clearly marked with the RFQ number and description must be delivered at the following address: <b>Rustenburg Community Development Trust, 75 Edam Avenue, Waterval East Ext. 37, Rustenburg. 0299</b>	
DELIVERY ADDRESS WHERE	PLEASE REFER TO SCOPE	

The Rustenburg Community Development Trust has been setup as part of the implementation of a R3.5 billion community empowerment transaction by Anglo American Platinum. The purpose of this role is to execute the mandate from the Board of Trustees in meeting the objectives of the Board. Rustenburg Community Development Trust seeks to engage a suitably qualified and experienced service provider/entity for the provision of Programme/Project Management services to look after community development projects working within the context of being part of a PDIU committee.

The following criteria will be used in adjudication process:

- Ability to perform, which may take into account previous experience in the relevant industry, references, suitability of employees and sustainability of materials to be used;
- Broad based black economic empowerment;
- Financial viability of the tenderer

### SCOPE OF SERVICES AND DELIVERABLES

The scope section consists of two parts: the first outlines the responsibilities of the PDIU unit as a whole and the second section outlines the specific responsibilities of the Programme/Project Management component of the PDIU.

### Overall PDIU Scope

The PDIU will provide the following functions to the Rustenburg Community Development Trusts and LSA Non Profit Company:

- Formulating the short and long-term development vision and planning of the Trusts

from time to time in respect of the Beneficiaries and the Benefits Areas and guided by the results of the Initial Situational Analysis and any subsequent Situational Analyses conducted from time to time based on an ABCD approach;

- Facilitate the development of a five year development plan and a 20 year integrated sustainable development vision for the Benefits Areas;
- Conduct (or procure the conduct of) Situational Analyses and/or periodic scientific, economic and social research and to obtain access to bodies of relevant research in order to identify the social and economic development needs of the Beneficiaries and the Benefits Areas
- Develop planning and supporting operational policies and procedures for procurement, approval and implementation;
- Formulate a formal policy and procedures for capital projects, initiatives and investments;
- Submitting Project Proposals and CSI Projects Proposals for approval as contemplated in the Project Approval Process; and
- Reporting to the Board on the progress of the potential Projects

### Specific Programme/Project Management & Implementation (PDIU) Scope

The Project Management capability required is for the overall lifecycle of Programme/Project Management – from Concept to Monitoring and Evaluation (notwithstanding the fact that there would be a maturity cycle where the structures in the beginning may predominantly be working

through projects that are already running – but aligned to their strategic visions/strategic plans) Project Management will be informed or based on the development visions/strategic plans of the structures (the development of such strategic plans being a function of the PDU – driven through the Operations Manager in conjunction with other development players through forums such as an envisaged Development Forum, as well as others like the Producer's Forum).

- The Rustenburg Community Development Trusts board of Trustees will make a final decision/endorsement of the development vision/strategic plan(s)
- The Development Forum will also bring an element of community involvement

The developmental needs and assets analysis based on the ABCD model (the Initial Situational Analysis); The identification and implementation of Foundation Projects; and Management of the Rustenburg Community Development Trusts reporting function including:

- Reviewing Projects and CSI Projects; and
- Reviewing Budgets from an operational perspective.
- Implementation of support services to the Rustenburg Community Development Trust ; including:
  - Develop and implement appropriate and cost-effective operational practices across the ; Rustenburg Community Development Trusts
  - Ensure the development, implementation and on-going review Rustenburg Community Development Trusts of ABCD strategies and investments; and

- Develop and maintain grant-making operational processes and governance standards.
- Promotion of the common interests of the Rustenburg Community Development Trusts
- Consolidated monitoring and evaluation management
- In undertaking its roles, use best endeavours to provide (i) employment and training opportunities, including the transfer of skills for HDSAs in the Benefits Areas, (ii) opportunities for the appointment and the fast-tracking of suitable HDSA candidates from the Benefits Areas.
- Management of the Rustenburg Community Development Trusts reporting function including:
  - Data collection and monitoring tools and reports; and
  - Procuring a periodic external review of Projects and their effectiveness, efficiency and impact at least every five years.
- Implementation of cross-Rustenburg Community Development Trusts standards and policies in the DT; including:
  - Implement the shared Rustenburg Community Development Trusts operational practices including grant-making operational processes and governance standards; and
  - Review the policies and procedures from time to time and advise the Managing Director of proposed changes.
- Work to ensure that identified Projects are successfully managed and implemented.

**PLEASE NOTE THAT PREFERENCE WILL BE GIVEN TO LOCAL SERVICE PROVIDERS**  
Only Hand delivered Proposals will be considered. For enquiries kindly call Jane Bodiba on : 086 117 6782/012 443 6000  
Applications to be submitted by no later than 20 April 2017