



Dikuno Tsa Sechaba Community Development Trust

The Dikuno tsa sechaba 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 Dikuno Tsa Sechaba 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 Dikuno Tsa sechaba 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 Dikuno Tsa sechaba 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 outsourced 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:

Dikuno Tsa Sechaba Community Development Trust:

Email: LLRAAdvert@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 21 May 2017

Skrywe aan die Redakteur KINDERLIK OF KINDERAGTIG?

Selfs DIE GROOT BOEK praat daarvan dat ons soos die kindertjies moet wees. Dan loop sit ons 'n eige versie by van om kinderagtig te wees tot ons eige nadeel.

So is daar die kattekwaad van om in groepe saam te werk in werksplekke. Poetsbakery en stout streke loop dan wild en ontsien geen status, ouderdom of geslag nie.

Besluit ons om so 'n jammergatterige kêrel bietjie op sy emosies te trakteer en ons sielkundige vermoëns te toets. Ons span saam en begin vroegdag 'n draai maak by ou sukkiespoep, so een op 'n slag en verduidelik vir hom dat hy bleek lyk en vra maar so terloops of hy sleg voel.

'n Ander ou maak 'n draai en noem dat hy moeg lyk. Iemand anders merk weer sy gemoed is treurig en 'n ander sien weer siekte in sy oë. Teen teetyd lyk hy maar vaal en 'n uur later laat weet hy die dokter wil hom sien. So kry hy sy paar dae griep verlof.

So vervlak 'n mens dan jou selfbeeld en word kinderlike vertroue sonder introspeksie kinderagtige perspektiewe.

STAAN sterk en ondersoekend.
Oom Mamba



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- Scaffolding erector certificate
- Working at heights certificate

Should you meet the requirements for this position, you can forward your comprehensive CV to jobsrustenburg2017@gmail.com

Correspondence will only be conducted with short listed candidates

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“ ”

The man who stops advertising to save money
is like the man who stops the clock to save time.

- Henry Ford

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Weather Report North West Rustenburg

Friday	05	May	2017	27°C - 12°C
Saturday	06	May	2017	27°C - 12°C
Sunday	07	May	2017	27°C - 13°C
Monday	08	May	2017	25°C - 12°C
Tuesday	09	May	2017	24°C - 11°C

At time of print

FINANCIAL INDICATORS

Crude Oil	[OIL]	R	636.60
Gold Ounces	[XAU]	R	16692.37
Platinum Ounces	[XPT]	R	12194.43
Palladium Ounces	[XPD]	R	10837.57
United States Dollar	[USD]	R	13.50
British Pound	[GBP]	R	17.39
Euro	[EUR]	R	14.74
Chinese Yen	[CNY]	R	1.95
Namibian Dollar	[NAD]	R	1.00
Lesotho Loti	[LSL]	R	1.00

At time of print

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