



The following position has become available within the Kelebogile Trust

The Kelebogile Trust is a shareholder in Liciastar. Liciastar is the main EPC Contractor on the Kathu Solar Park project. The Kelebogile Trust is an NPO with a mandate to invest in education and economic development.

POSITION: Community Development Officer
LOCATION: Kathu
REPORTING TO: The Kelebogile Trust trustees
JOB SUMMARY STATEMENT: The candidate would be responsible for finding and executing social projects in line with the Trust's objectives.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

- Identifying suitable projects
- Performing effective due diligences on projects
- Effective packaging of projects
- Preparation for and presentation of projects to the trustees
- Ongoing monitoring of projects
- Internal and external stakeholder communication
- Adhering to the Trust's financial policies and procedures
- Ensuring compliance with administrative and statutory policies and regulations
- Office and operational management
- Employee management
- Enhancing the Trust's independence, reputation and visibility

ACADEMIC QUALIFICATIONS:

- Matric/Grade 12 Certificate
- A formal qualification in community development work
- A relevant administration qualification will be an advantage.

EXPERIENCE:

- At least 3 years' related work experience in working with communities.
- Experience in community development work including, but not limited to, volunteering in community development projects.
- Must have a valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS & COMPETENCIES REQUIRED:

- Excellent MS Office skills
- Has excellent written and verbal communication skills
- Must be prepared to travel in and around the local district municipality area, including to remote communities
- Will be required to work overtime
- Meticulous, detailed, well-organized and able to work independently
- Has a high level of integrity and able to work with confidential and sensitive information

CLOSING DATE: 29 January 2018

Applications and CV's can be submitted to karin@liciaSTAR.co.za

Kelebogile Trust is committed to diversifying its staff in terms of its transformation and encourages candidates from previously disadvantaged backgrounds to apply.

Kelebogile Trust will respond to short listed candidates. Candidates who have not been contacted within 1 week of the closing date can assume that their application has been unsuccessful.