

SOCIAL CHANGE ASSISTANCE TRUST – CAPE TOWN PROGRAMME OFFICER VACANCY (FIXED TERM CONTRACT)

The Social Change Assistance Trust (SCAT) is a dynamic organisation that has a 39-year track record as a non-profit organisation. SCAT was established to promote social justice in South Africa through grant-making and capacity-building. Their mission is to work with rural community-based organisations referred to within SCAT as Local Development Agencies (LDAs) to facilitate access to justice within these communities. They therefore seek to employ a **Programme Officer** based in their head office in Cape Town, to support LDAs located in the Western Cape.

The main responsibilities of the job are:

- To monitor the status of LDAs by providing off and on-site mentoring support in the form of regular field visits, email, and telephonic contact.
- To annually evaluate each LDA and make recommendations for possible continued funding by SCAT.
- To coordinate on-site and cluster capacity-building workshops for SCAT-funded LDAs.
- To coordinate Peer learning sessions between SCAT-funded LDAs in their respective provinces.
- To submit reports on all field visits, capacity-building workshops, and peer learning sessions held with SCAT-funded LDAs.
- To process all funding claims from LDAs in line with SCAT LDA funding allocation.
- To handle internal and external communication and correspondence relating to LDAs in their respective provinces.
- To regularly update SCAT on all regional activities and development trends in the respective provinces.
- To champion one of the SCAT's strategic focus areas.
- To assist with hosting SCAT's funders during project visits as and when required to do so.

Requirements:

- Minimum Bachelor Degree (preferably in Community Development, Social Development, or related qualifications.)
- A minimum of 3 years working experience in community development, rural development, and the NGO sector.
- Computer literacy with a good understanding and knowledge of Word, Excel, and PowerPoint.
- A good understanding of the access to justice issues.
- Good facilitation, communication, and report-writing skills.
- Ability to work independently and be part of a team.
- High level of integrity & proficient in spoken and written Afrikaans.
- Valid Driver's license with at least two years driving experience. SCAT may require that the applicant undergo a competency driving test by an independent driving school.

Suitable candidates are invited to email a motivation letter highlighting your suitability to the role, a CV in **Word** format and contact details of three work related referees to rudayba@maraisbutton.co.za

Closing date: Sunday 18th February