



## SOCIAL CHANGE ASSISTANCE TRUST (SCAT)

### PROGRAMME OFFICER VACANCY (FIXED-TERM CONTRACT POSITION)

---

The Social Change Assistance Trust (SCAT) is a dynamic organisation that has a 40+ year track record as a non-profit organisation. SCAT was established to promote social justice in South Africa through grant-making and capacity-building.

SCAT's current mission is to partner with and support community-based organisations that provide locally driven responses to social justice in rural areas.

SCAT seeks to employ a Programme Officer based in LIMPOPO to support LDAs located in provinces where SCAT supports CBOs, which we refer to as local development agencies (LDAs).

**The purpose of this job is to support the partnership between SCAT and local development agencies (LDAs) by ensuring optimal utilisation of funding allocations through effective monitoring, reporting, support, and capacity building. The role also includes the advancement of SCAT's work in any of our core focus areas as determined by our strategy, which may be reviewed from time to time. Our current focus is access to justice, the fight to end patriarchy and gender based violence, climate change, and its intersections with water, food, and energy insecurity, and youth marginalisation.**

***Please note that this is a one year fixed term contract subject to renewal based on performance and organisational requirements.***

The main responsibilities of the job are:

- To annually evaluate each SCAT-funded LDA and make recommendations for possible continued funding by SCAT.
- 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 coordinate on-site and cluster capacity-building workshops and peer learning sessions between SCAT-funded LDAs.
- To ensure that SCAT-funded LDAs comply with all SCAT-funding requirements in the form of consistent reporting, compliance with the NPO Act, and accountability for funds received.
- 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 facilitate and coordinate workshops and processes that build the skills of LDAs in any of our focus areas.

- 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:**

- Relevant tertiary qualification (preferably in the field of philanthropy, community development, sociology, political science, social work, climate change, gender studies, etc.).
- Plus, a minimum of 5 years of proven field experience managing beneficiary relations in the NGO sector and community development.
- Basic bookkeeping/accounting, e.g., understanding, compilation, and interpretation of financial statements (preference will be given to applicants who completed accounting to matric or beyond).
- Experience in reporting to funders or managing donor-funded projects.
- Computer literacy, i.e., Word processing, PowerPoint, and Excel.
- Attention to detail and reporting requirements
- Information gathering and analytical skills, with the ability to capture vast amounts of information
- Verbal and written communication in English and one or two other indigenous languages.
- Strong communication skills and ability to listen and notice, using both formal and informal channels
- Ability to maintain good relations with the LDA staff and management committee and to be objective in conflict situations affecting the parties involved.
- Versatility in social interaction, i.e., the ability to interact at different levels within the scope of work and relations.
- Ability to work in a team and to support colleagues.
- Good understanding of training and facilitation of training
- Must be willing to adhere to SCAT's policies, procedures, and values in the carrying out of their day-to-day duties and decision-making processes in the field.
- Ability to identify socio-economic trends and development needs in their respective LDA communities and to communicate such to the SCAT field team.
- Good leadership skills, including the ability to self-manage and take own initiative.
- Service and results-oriented in their approach to their work.
- Good interpersonal skills, i.e., patience, assertiveness, honesty, hardworking, trust, reliable, trustworthy, etc.
- Tolerant of other people's views, beliefs, and outlook on life and what is happening around them.
- Unendorsed Code 08 Driver's licence with at least 3 years of driving experience.
- Willing to travel to areas where SCAT supports LDAs for extended periods of time and regularly.

To apply, submit the following to [rudayba@maraisbutton.co.za](mailto:rudayba@maraisbutton.co.za)

- CV and a motivation letter (in Word)
- Contact details of three work-related referees.

Contact will only be made with shortlisted candidates.

**Closing date: Sunday 03<sup>rd</sup> May 2026**