

The Goedgedacht Trust

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Looking for a

S.E.F. PROJECT COORDINATOR (Six-month FTC) Goedgedacht Farm

Advertised Internally & Externally
26 January 2022

About Us

The Goedgedacht Trust, established in 1993, is a farm-based community support organisation situated in the Swartland region of the Western Cape. The Trust seeks to transform rural communities, by presenting children and young adults in particular with opportunities to become healthy, self-confident, educated and skillful members of their communities.

Job Role & Summary

Coordinate the work of consortium partners and ensure the use of standardized SOPs for successful project implementation, procurement and reporting.

Job Duties Include but Is Not Limited To

- Help prepare project budgets
- Monitor and support all procurement and report management
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure contractual standards and requirements are met
- Facilitate monthly consortium partner meetings

Min. Requirements

- Proven work experience as a Project Coordinator or similar role
- Solid organizational skills, including multitasking and time management
- Experience in M&E
- Valid driver's license
- Fluent in Afrikaans & English
- Knowledge of public employment programs will be an advantage

Application Closing Date: Tuesday, 7 February 2023

Send your CV to hrofficer@goedgedacht.org | REF: SEFPC
Should you not receive feedback, please consider your application unsuccessful