**SOCIAL CHANGE ASSISTANCE TRUST**

**PROGRAMME OFFICER VACANCY – EASTERN CAPE**

**(ONE YEAR FIXED TERM CONTRACT – Subject to Renewal)**

The Social Change Assistance Trust (SCAT) is a dynamic organisation which has a 36-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 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. SCAT therefore seeks to employ a Programme Officer based in the Eastern Cape to support LDAs located in that Province.

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 grant funded LDAs.
* To coordinate Peer learning sessions between SCAT, grant funded LDAs in their respective provinces.
* To submit reports on all field visits, capacity building workshops and peer learning sessions held with SCAT grant funded LDAs.
* To process all funding claims from LDAs in line with SCAT LDA grant 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 projects 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 Power-point.
* 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.
* Valid Driver’s licence.

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

* Contact will only be made with shortlisted candidates.
* **Closing date: Sunday 05th June 2022**