



*Saam kan ons dit doen. Mmogo Re Ka Kgona*

The Gamagara Development Forum (GDF) is a section 21 company operating in the geographic area of the Gamagara Local Municipality (GLM), which is situated within the jurisdiction of the John Taolo Gaetsewe District Municipality (JTG-DM). GDF implements projects within the following focus areas: Welfare & Humanitarian; Healthcare; Land and Housing; Education and Development; Conservation and Welfare; Enterprise Development; Infrastructure; and Sports, Arts and Culture. With a clear strategic objectives: to implement best practice corporate governance; to efficiently and effectively manage Forum funds and resources; to prudently diversify the investment income of the Forum; to leverage the Forum's collaborative efforts in strategic partnerships; to deliver quantum projects in all beneficiary communities on an equitable basis; and to improve stakeholder management and marketing of the Forum.

Exceptional opportunities exist for the following positions: Financial Support Officer, Receptionist, Infrastructure Manager and Stakeholder & Communication Officer

## FINANCIAL SUPPORT OFFICER

Reference #: FSO-GDF2014/05

### The responsibilities will include:

- Assist the Finance Manager with compiling reports
- Bookkeeping up to Trial Balance
- Bank and General Ledger reconciliations
- Manage the fixed asset register
- Conduct expenditure controls
- Budget compilation, advice and administration (operational and capital)
- Contract administration, projects funding and payments
- Expenditure management and control
- Insurance Administration and advice
- Full Accounting / Financial Function – Debtors Creditors etc.
- G/L Maintenance and pre-month end journals
- Bank reconciliation and Financial reporting
- Processing of invoices, employee expenses, payment reconciliations, bank transfers and fixed asset accounting
- Co-ordinate, prepares, and/or review financial information to support internal audit and external reporting requirements
- Preparing external reporting required by regulators and banks
- Working knowledge of payroll
- HR data management and record keeping less than 15 staff
- Supply Chain data management (dealing with local suppliers)
- Full Accounting / Financial Function – Debtors Creditors etc.
- G/L Maintenance and pre-month end journals

### The ideal candidate will be

- Strong at building and managing relationships,
- Able to work under pressure
- Deadline orientated
- Accurate with a strong attention to detail
- Strong at financial reporting
- An excellent communicator

### Qualifications and Experience

- In-depth understanding of finance
- Good communication skills are critical
- Financial Diploma with 3 years' experience in the Financial Industry
- 1 Years Project Management Environment Experience (will be an advantage)
- Knowledge of Pastel accounting – Admin
- Payroll Experience

## STAKEHOLDER & COMMUNICATIONS OFFICER

Reference #: SCO-GDF2014/06

### The responsibilities will include:

- Strategic Planning
- Develop the stakeholder and communication strategy in line with the GDF business plan
- Plan and execute advertising, horizontal and vertical marketing to achieve our business goals and drive unparalleled success in the marketplace
- Development of internal/ external branding interventions
- Analyse and interpret segment trends and their impact on the business unit
- Commission and conduct research to intimately / deeply understand the beneficiary community
- Ensure that duplication is avoided and minimized to the absolute minimum by coordinating activities with other business units in the organisation
- Monitor and report on the different interventions and execution of the business plan
- Customer stratification strategy management
- Develop and maintain a rolling 12 month plan of execution for the department
- Forecast, plan and develop budgets in consultation with finance and seek approval thereof
- Manage and optimise the assigned budget ensuring that all expenditure is in line with pre-agreed budgets
- Leverage organisational attributes, values and unique capabilities through strategic communications that are frequent, reliable, influential, and compelling
- Communicate information including company progress and strategic direction, products and services, thought leadership and more
- Enhance media / analyst relations by ensuring that they are well versed on the core business of the Forum
- Manage event management
- Conduct the annual Customer Satisfaction survey

### The ideal candidate will be

- Eloquent
- Strategic and systems thinking – understanding the "big picture"
- Ability to make decisions to take market advantage timeously
- Capacity to deliver
- Conflict management skills
- An all-round, across the board communicator
- Communication planning skills
- Relationship skills – to build relationships to facilitate efficient workflow
- Influencing skills
- Flexibility – the ability to adapt and change in the light of changing circumstances
- Culture diversity management skills

### Qualifications and Experience

- Grade 12 Certificate
- Computer Literacy (MS Word, Excel and Power Point)
- Diploma in Public Relations/Communications or equivalent

## RECEPTIONIST

Reference #: RC-GDF2014/05

### The responsibilities will include:

- Perform the receptionist duties
- Arrange functions and ensure smooth running of events
- Escalate queries and complaints to relevant employees
- Follow up on all outstanding matters on behalf of and as instructed by Management
- Coordinate office cleaning activities
- Filing documents in compliance with GDF's Records Management system
- Receive and interact with incoming visitors
- Assist in the preparation of Board and/or Committee packs within set time frames

### The ideal candidate will be

- Highly efficient, and a good communicator
- Self-motivated and very organised
- Computer literate
- Well mannered

### Qualifications and Experience

- Relevant Secretarial Diploma qualification
- At least 2 years' experience in a similar position
- Good communication skills are critical
- Good typing skills
- Good telephone etiquette

## INFRASTRUCTURE MANAGER

Reference #: IM-GDF2014/05

### The responsibilities will include:

- Preparation of bills of quantities, schedules of rates, activity schedules and associated contractual documents
- Checking, evaluation and reporting on tenders received from prospective service providers
- Provide preliminary works cost estimates to establish feasibility and detailed estimates for budget guidance, committee approvals and later financial monitoring
- Assist the Senior Projects Manager and Financial Manager in calculating projects cash flow forecasts
- Effective cost control of civil engineering capital and maintenance projects
- Negotiate contractual submissions, minor issues and claims with contracting relevant staff on a daily basis
- Analysing and recommending approval of contractual payments leading to the settlement of the Final Account for all Infrastructure Projects
- Adhere to GDF policies & procedures and financial management systems
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems
- Inspect and review projects to monitor compliance with building and safety codes, and other regulations
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors

### The ideal candidate will be

- Ability to manage one's own time and the time of others, to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions
- Performance driven
- Highly efficient
- Self-motivated and very organised
- Good understanding of the challenges in the Kathu area
- Good financial management skills
- Able to work under pressure
- Build strong working relationships with all stakeholders

### Qualifications and Experience

- Diploma in Quantity Surveying
- At least 3 years' experience of quantity surveying in a civil engineering environment
- Excellent communication Skills
- Excellent project management skills
- Excellent reporting skills

### Please note the following:

- Only short-listed candidates will be contacted, if you have not been contacted within 21 days after the closing date, please consider your application as unsuccessful.
- Short listed candidates will be required to authenticate information provided in their CV's.
- No late applications will be accepted.
- GDF reserves the right not to appoint in this positions
- No Fax or e-mail applications will be accepted.
- Applications to be submitted by no later than **30 May 2014**
- **Enquiries: Pamela Khumalo, tel: 011 534 8416**

If you do meet these requirements and are interested in the challenging but fulfilling role, kindly submit your CV and application letter to: Physical Address: **The CEO Cnr Hendrick Van Eck & Ian Flemming , Kameeldoring Road, Sioc Building Kathu : Next to Food zone opposite the Village Mall.** Postal Address: **P O Box 929, Kathu, 8446**