



JOB VACANCY & ROLE PROFILE

Projects and Grants Officer

Position Title: Projects and Grants Officer

Organisation: Noupoort Renewable Energy Community Trust

Location: Noupoort, Northern Cape

Position Type: 12 month contract

Reporting To: Trust Manager / Board of Trustees

Are you a detail-oriented, community-minded professional (ideally from Noupoort) with a knack for numbers and a passion for rural or community development?

The Noupoort Renewable Energy Community Trust is seeking a vibrant and organised Projects and Grants Officer to drive our community investment initiatives from concept to completion.

If you possess strong analytical skills, excel at coordinating high-level meetings, and can seamlessly communicate with community stakeholders and board executives alike, this role is for you.

Minimum Requirements

- **Education:** A basic tertiary qualification (National Diploma or Bachelor's Degree) in Development Studies, Administration, Finance, Social Sciences, or a related field.
- **Languages:** Full professional proficiency in English is required; ability to communicate in isiXhosa and Afrikaans (written and spoken) would be an added advantage.
- **Core Skills:** Strong numerical/arithmetic capability, excellent report writing, and outstanding interpersonal communication, as well as communication with stakeholders via social media.
- **Experience:** Previous experience in project administration, grant management, or community development is an added advantage.
- **Driver's License:** Code 08/10 would be an advantage; if not a willingness to take driving lessons.

Role Overview

The Projects and Grants Officer manages the end-to-end lifecycle of the Trust's community development projects and grant allocations. The successful candidate ensures that all funded initiatives align strictly with Trustee guidelines, undergo rigorous verification, receive seamless financial administration, and are transparently monitored and reported back to the Board.

Key Performance Areas

1. Project Origination & Stakeholder Engagement

- Identify and source viable community projects that align directly with the strategic guidelines set out by the Trustees.

- Engage with community leaders, NPOs, and local stakeholders to explain grant criteria and application processes.
- Conduct community consultations in both English and isiXhosa to ensure clear, inclusive communication.

2. Project Validation & Due Diligence

- Screen and vet all incoming grant applications against compliance checklists and Trust policies.
- Conduct site visits and background checks to verify the legitimacy, capacity, and financial health of applicants.
- Assess project budgets to ensure costings are realistic, accurate, and represent value for money.

3. Compilation & Trustee Approval Preparation

- Synthesise validated project applications into comprehensive, high-quality proposal packs for Trustee review.
- Draft detailed evaluation reports, clearly outlining project risks, community impacts, and budgetary breakdowns.
- Utilise strong arithmetic capabilities to prepare comparative financial summaries and funding projections.

4. Secretariat & Committee Coordination

- Coordinate and schedule Trustee committee approval meetings.
- Prepare and distribute meeting agendas, compliance packs, and project proposals well ahead of scheduled sittings.
- Record highly accurate minutes of Trustee deliberations, resolutions, and project approvals.

5. Disbursement & Payment Facilitation

- Initiate and coordinate the payment processes for all approved grants in partnership with the finance department.
- Draft grant agreements and ensure service-level agreements (SLAs) are signed by beneficiaries before funds are released.
- Verify milestone achievements against requested tranches to ensure accurate and safe fund distribution.

6. Monitoring, Evaluation & Reporting

- Conduct regular field visits to track physical and operational project progress.
- Verify that project expenditures match the approved budget structures.
- Compile visual and data-driven progress reports and present these findings directly to the Board of Trustees.

Competencies and Personal Attributes

- **Numerical Accuracy:** Comfortable dealing with project budgets, financial reconciliations, and milestone spending calculations.
- **Cultural Intelligence:** Deep understanding of local community dynamics and the ability to navigate traditional and modern administrative spaces.
- **Administrative Excellence:** Highly organised with the ability to manage multiple projects simultaneously without losing track of compliance documents.
- **Communication Skills:** Confident presenter capable of delivering clear project summaries to executive Trustees. Relaying information of important information to the community and broader stakeholders via various platforms, including social media and in person.

How to Apply

Interested candidates who meet the above criteria should submit their CV, a cover letter detailing their bilingual proficiency, and copies of their qualifications to:

info@nrgeneration.com

using the subject line *“Projects and Grants Officer Application”*.

Closing Date: 15th November 2026

The Trust reserves the right not to make an appointment. Only shortlisted candidates will be contacted.