



THEMBALETHU Development is a Non-Profit Organisation founded in 2002 with the aim of becoming the socio-economic development agency of choice for the mining industry, government, the private sector and international donors. Please visit www.thembaletu.dev.org for more information on the work we do.

A vacancy exists for the following position based at our Head Office in Johannesburg:

Programmes Manager

We are seeking a dynamic and talented Senior Manager. In this exciting role, the successful candidate will be responsible for ensuring that all Thembaletu Development projects/programmes adhere to organisational and funder quality standards and deliver results. The successful candidate will take charge of programme leadership and planning, personnel management, and support organisational strategic fundraising and effective finance management across all programmes

1. PURPOSE OF THE POSITION

The Programmes Manager is responsible for the overall project management function, providing leadership, coordination and direction to establish, implement, develop, and control best practices for project management throughout the organisation and across all focus areas and programmes. The key principle is to ensure that projects are delivered on time, within budget and are achieving the intended benefits.

2. DUTIES AND RESPONSIBILITIES

2.1 Main duties and responsibilities

- Programme leadership and planning;
- Contributions to organisational strategy and direction;
- Personnel management;
- Support to organisational strategic fundraising and partnership efforts;
- Support to effective financial management across all programmes;
- Manage and coordinate activities relating to various programmes;
- Prepare and oversee detailed work plans for the implementation of programmes;
- Identify key stakeholders to be included in projects/programme activities; and
- Identifying and engaging with potential donors to obtain additional funds for programme activities.

2.2 Programme leadership and planning

- Working closely with the Financial Manager, Project/Programme Managers and the Monitoring and Evaluation Officer;
- Leading programme design, development and innovation efforts;
- Leading development of annual programme goals, expected outcomes, outputs, targets and define success of the different projects;
- Leading a collaborative effort to define programme delivery approaches and performance criteria while ensuring that programmes are aligned with Thembaletu Development and specific funders' Programme Quality standards;
- Performing over-sight of programme monitoring, evaluation and reporting, including taking the lead on the development of Progress Reports;
- Document evidence of good practice for both internal and external learning;
- Take full responsibility of programme risk management by analysing data, anticipating, identifying and mitigating risk factors;
- Establish and manage operational systems and staff structures required to successfully and efficiently achieve programme outcomes;
- Define project success criteria and disseminate them to involved parties throughout project life cycle; and
- Establish project timelines and milestones/deliverables using appropriate tools.

2.3 Contribute to organisational strategy and direction

- Represent the Programmes team in strategy development processes and ensure critical outcomes are properly represented and prioritised;
- Support development of strategic partnerships, including representing Thembaletu Development at relevant meetings and events;
- Produce regular reports on programme performance for the Management Team and Board to inform decision-making; and
- Act as the primary liaison for project/programme management implementation and quality issues, sharing best practice and coordinating support in priority areas.

2.4 Systems Development

- Lead the gradual establishment of a Project Management Office responsible for the management of all Thembaletu Development projects;
- Oversee the development and implementation of a project management system;
- Define project management processes to ensure that project resources are effectively allocated, projects meet defined quality assurance checkpoints, project deadlines are met, project statuses are regularly and effectively communicated and that improved client service is realized through enhanced project success;
- Ensure the adoption, publication and use of formal project management practices across all projects;
- Develop in-house project management skills; and
- Provide support to drive the implementation of project management practices;

2.5 Monitoring, Evaluation and Impact Assessment

- Work with Project Managers and the Monitoring & Evaluation Officer to ensure regular Monitoring and Evaluation of managed projects, including final independent evaluation
- Ensure impact assessment of managed projects

2.6 Operational Management Responsibilities

- Act as principal point of contact for project and programme controls matters;
- Organise, coach and motivate project managers and project teams to deliver high quality project controls and deliverables to meet all client requirements;
- Foster the evolution of a project controls culture across Thembaletu Development;
- Foster and maintain good relationships with all key stakeholders;
- Develop specific standards and processes in the areas of project controls execution, scheduling, estimating, cost control, change control, risk management, reporting, document management and integrate the control and reporting requirements across other aspects of the project management system;
- Foster appropriate and consistent application of best-practice project control techniques and practices across projects;
- Look for opportunities and systems to improve processes and performance;
- Advise programme/project managers regarding the programme performance trends and potential remedial action;
- Liaise with and coordinate the activities of service providers and implementing partners where required including the management of budget and actual costs;
- Liaise with all the relevant stakeholders and obtain inputs on an on-going basis throughout the projects to ensure that the projects implemented meet the set objectives and address any issues that may arise;
- Initiate and attend project meetings regularly to ensure correctness of specifications and project deliverables;
- Conduct regular project reviews at all phases; and
- Track deliverables and benefit realisation.

2.7 Personnel management

- Recruiting, selecting, and orienting programme staff;
 - Line management of Project/Programme Managers;
 - Designing and leading training and other capacity-building initiatives for staff in the Programmes Unit;
 - Take charge of the performance management system for programme staff while ensuring that all staff in the Programmes Unit have up to date performance objectives and career development plans; and
 - Ensuring programme teams adhere to organisational policies and practices.
3. To undertake any other tasks, duties or projects which may arise from time to time which are commensurate with the general level of this post and as directed by the Managing Director.

This job description is not an exhaustive list of the duties of the employee, but represents a general description of the work performed in the position concerned. In addition to the specific duties mentioned herein, the employee is required to do all such things as may be necessary for, or incidental to, the proper performance of such specific duties and in addition will be required to comply with all reasonable and lawful instructions given by the superior/s.

4. QUALIFICATION, KNOWLEDGE, SKILLS AND ABILITIES

4.1 Education and qualifications

- A 4-year degree/NQF Level 7 in a relevant field-Management/Leadership, Social Development, Monitoring and Evaluation, or a sectoral area such as Agriculture and Economic Development.
- Project management certification.

4.2 Knowledge and Experience

- Experience in working on multiple donor funded programmes;
- Over 5 years' direct work experience in a programme/project management capacity across multiple sectors, both at major project level (delivering project controls) and at programme level (setting up project services functions, processes, systems and providing monitoring, assurance and optimisation services);
- Practical experience in national programme management
- Experience in the relevant development fields such as economic development, agriculture and social development;
- Strong familiarity with project management software;
- Experience in developing and deploying project best practices, policies, procedures, and processes; and
- Demonstrated experience in personnel management.

4.3 Skills

- Advanced Project Management skills;
- Real experience of project delivery;
- Pragmatic;
- Trustworthy / honest;
- Very good stakeholder management skills;
- Exceptional communication skills;
- Strong leadership;
- Presentation skills;
- Attention to detail and high level of accuracy;
- Effective organisational skills;
- Effective written communications skills;
- Stress management skills;
- Time management skills; and
- People management skills

4.4 Attributes

- Professional and positive approach;
- Diligent with attention to detail;
- Ability to cope under pressure;
- Collaborates well;

- Dynamic and vigorous;
- Self-motivated;
- Team player, and able to work on own initiative;
- Assertive, adaptable, and creative;
- Analytic ability; and
- A can do attitude and willingness to go the extra mile when required