

## JOB PROFILE

**1. Position Title: PROJECTS MANAGER**

**2. Position details:**

Department:	Programmes
Reports to:	Programmes Manager
Date of Compilation:	19 February 2020

**3. Key purpose of the job**

<p>The role of the Projects Manager is to deliver project management services in pursuit of Vumelana’s:</p> <ul style="list-style-type: none"> <li>• <b>Transaction Advisory Support Programme</b>, which is designed to procure and manage the advisory services for the structuring of agreements between Communal Property Institutions and commercial investors; and</li> <li>• <b>Communal Property Institution Support Programme</b>, which is designed to build the capacity of Communal Property Institutions to manage their affairs</li> </ul> <p>The Projects Manager will also provide support to the management team as an integrated member of the Vumelana operational team.</p>
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**4. Minimum requirements**

<b>Required Education and Experience:</b>	<ul style="list-style-type: none"> <li>• Relevant Bachelor’s degree</li> <li>• Project management certification or demonstrable experience</li> <li>• Minimum of 5 years’ experience in project management, with relevant experience in stakeholder management in a developing country context.</li> <li>• Experience in working with infrastructure/development projects (corporate, private, public).</li> <li>• Proven track record in project management and proficiency in computer programmes in particular MS Word, Excel, PowerPoint, Outlook.</li> </ul>
<b>Preferred Education and Experience:</b>	<ul style="list-style-type: none"> <li>• Post-graduate qualification in development studies, agribusiness, economics or related field</li> <li>• Contract administration</li> <li>• Dispute resolution</li> <li>• Stakeholder relations</li> </ul>
<b>COMPETENCIES:</b> <b>Technical competencies</b>	<ul style="list-style-type: none"> <li>• Strong interpersonal skills, including interacting at all levels with various stakeholders (communities, public officials, service providers and investors)</li> <li>• Strong communications skills (including proficiency in at least two African languages)</li> <li>• Excellent project management skills</li> <li>• Strong understanding of development issues</li> <li>• Intermediate/advanced computer literacy skills (MS Word, Excel, PowerPoint, Outlook)</li> </ul>

<b>Generic Competencies</b>	<ul style="list-style-type: none"> <li>• Thrive in team-work context and able to work with minimal supervision</li> <li>• Very strong administrative and planning skills and paying attention to detail</li> <li>• Decisive and, flexible</li> <li>• Able to multi-task, resolve problems and handle deadlines under pressure and follow through on tasks</li> <li>• Able to handle sensitive and complex development issues against a multi-cultural backdrop</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• High integrity, professionalism and client-oriented approach</li> <li>• Able to deal with confidential information</li> <li>• Self-motivated</li> </ul>

5. **Key responsibilities (KPA's) of the job: (What is the incumbent responsible for doing?)**

Key performance area	Activities and Inputs
<b>Project identification, review and approval</b>	<ul style="list-style-type: none"> <li>• <b>Administer the project identification process</b> <ul style="list-style-type: none"> <li>○ Coordinate the recording of all requests for support received regarding prospective projects and service providers by ensuring provision of all relevant information to Operations for maintenance of a comprehensive project register and database.</li> <li>○ Perform first level eligibility screening on enquiries received via the website/social media to ascertain whether they meet the required criteria for further processing.</li> <li>○ Review submissions against basic submission criteria to ascertain whether all the necessary support documentation and information has been received i.e. quality assurance. (Quality assurance is coordinated with the Operations Manager).</li> <li>○ Assist with compilation of applications to be presented to the Project Review Panel for review and acceptance.</li> <li>○ Conduct site visits to meet stakeholders and identify new business opportunities, where necessary.</li> </ul> </li> <li>• <b>Support project review and approvals</b> <ul style="list-style-type: none"> <li>○ Project Review Panel meetings are attended by designated members of the Vumelana team. The Projects Manager provides management and administrative support to the Review Panel by ensuring that all administrative requirements have been met.</li> <li>○ Participate in the review meetings to facilitate project analysis strengthen record keeping.</li> <li>○ Obtain information in support of due diligence investigations, according to Vumelana's acceptance in order to assess suitability of communities, projects and service providers to participate in Vumelana's programmes and prepare and collate information required by the Programmes Manager to determine the qualification of projects for support.</li> <li>○ The process of the approval of potential projects is undertaken by the panel.</li> <li>○ Liaise with the Operations Manager to ensure that database, project records and schedules are current and complete.</li> </ul> </li> </ul>

Key performance area	Activities and Inputs
<p><b>Project contract implementation and management</b></p>	<ul style="list-style-type: none"> <li>• <b>Administer project contracts and facilitate payments</b> <ul style="list-style-type: none"> <li>○ Project Quality Risk Management is performed to ensure that all of Vumelana’s procedural requirements are followed and policies adhered to. This includes ensuring that all required documentation has been received and approved.</li> <li>○ Contract Administration is undertaken by ensuring that all contracts are processed and recorded. Using contract templates, the first level content is drafted and forwarded to the Programmes Manager, Finance Manager and Chief Executive for approval and signature.</li> <li>○ Payment facilitation is undertaken by reviewing project documents against contracts and approving payments.</li> <li>○ Ensure that project information requirements are met by Vumelana’s project management information systems.</li> <li>○ Maintain a database of the current pool of approved Transaction Advisors for Vumelana programmes.</li> <li>○ Ensure that Advisor contracts are in place and recorded.</li> <li>○ Maintain record of Advisor allocations.</li> <li>○ Record requests for participation of new Advisors. Provide Programmes Manager with required documentation input for assessment and approval.</li> <li>○ Collate required information for assessment and review of prospective Advisors by the Programmes Manager.</li> <li>○ Liaise with the Operations Manager to ensure that database, project records and schedules are current and complete.</li> </ul> </li>   <li>• <b>Provide project management reporting</b> <ul style="list-style-type: none"> <li>○ Ensure that all project management reporting feedback requirements are met. This includes information required for internal report back meetings to Vumelana Management as well as information provided to stakeholders and clients.</li> <li>○ Ensure that supporting project management reports are prepared and disseminated as required.</li> <li>○ Collate and prepare consolidated reports in support of the Programme Managers reporting requirements.</li> <li>○ Prepare and produce ad-hoc reports/feedback as requested.</li> </ul> </li>   <li>• <b>Monitoring and evaluation of projects</b> <ul style="list-style-type: none"> <li>○ Investigate and provide updated status information/feedback on all projects.</li> <li>○ Attend project meetings and forums on behalf of the Programmes Manager, or as required.</li> <li>○ Collate information to support project risk assessment processes.</li> </ul> </li>   <li>• <b>Provide support to the Programmes Manager</b> <ul style="list-style-type: none"> <li>○ Provide general support across all functions performed by the Programmes Manager as required.</li> </ul> </li> </ul>

<b>Key performance area</b>	<b>Activities and Inputs</b>
	<ul style="list-style-type: none"><li data-bbox="630 149 1481 247">○ The Projects Manager is required to integrate into the Vumelana Team and actively participate with and on behalf of the Programmes Manager as may be required.</li></ul>