

JOB DESCRIPTION

POSITION TITLE: PROJECT MANAGER

REPORTING TO: CBM Regional Programme Manager

STATION: Cape Town

DURATION: 33 months

BRIEF BACKGROUND OF THE PROJECT

Overall Objectives

- To undertake all necessary tasks relating to the development, management and monitoring of the project.
- To support the academic team in conceptualizing and organizing workshops, courses and publications foreseen as part of the project.
- To ensure timely monitoring and reporting in line with EU requirements

Key Duties and Responsibilities

- Oversee the overall project coordination;
- Manage the realization of project outputs through activities in line with the project design;
- Develop a detailed project plan in liaison with other project staff to monitor and track progress
- Manage project risk
- Liaise and successfully manage relations with all project stakeholders involved , e.g. (the members of the CBM family, UCT, DBE and DHET, the EU delegation, other universities and CSOs, to ensure their active participation in project activities);

- In liaison with the senior lecturer appointed as UCT's project lead, assure the overall direction and integrity of the project;
- Liaise with network partners to ensure their effective contribution to the project;
- Monitor the progress of project implementation and make adjustments as necessary to ensure successful completion of the project
- Monitor all project budgeted expenditures
- Ensure that all project financial records are up to date
- Facilitate and supervise project activities;
- Manage project budget in liaison with the Finance Manager;
- Fulfill any other duties in the implementation of the project.
- Production of Monthly and Quarterly Reports in line with the requirements of CBM, UCT and the European Union.
- Perform other duties as assigned by Management.

Competencies

Functional Competencies:

- Good project management
- Effective written and verbal communication
- inter-personal skills
- Demonstrate understanding and strong knowledge in donor requirements
- Committed and result- oriented
- Sensitivity and respect towards diversity
- Willingness to travel within South Africa to participate in, organize and monitor project activities

Corporate Competencies:

- Demonstrates integrity by modeling the CBM's values and ethical standards;
- Promotes the vision, mission, and strategic goals of CBM;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Required Skills and Experience

Education:

- Bachelor's degree in social sciences, disability, project management, management, education or similar field minimum;

Experience:

- Minimum 3 years of professional experience in coordination, project formulation and implementation with administrative role in academia and/or civil society organizations;
- Proven experience in Project Management
- Strong facilitation and participatory planning skills;
- Sound management capabilities, and capacity of synthesis to produce good quality documents for official purposes and for media dissemination;
- Knowledge and experience in national multi-stakeholder networking and in liaising with governmental departments;
- Intermediate/advanced IT skills (word processing, presentation, spread sheets, internet, email)

Language Requirements:

- Fluency in English essential