

**1. Position Title: PROJECTS MANAGER**

**2. Position details:**

<b>Department</b>	Programmes
<b>Reports to</b>	Programmes Manager
<b>Date of Compilation</b>	07 September 2021

**3. Key purpose of the job**

The role of the Project Manager is to support the Programmes Manager to manage the core programmes of the organisation:

- the Transaction Advisory Support Programme which is designed to procure and manage the advisory services for the structuring of agreements between Communal Property Institutions and commercial investors
- the Communal Property Institution Support Programme which is designed to build the capacity of Communal Property Institutions to manage their affairs.

The Projects Manager will also participate in the management team meetings.

**4. Minimum requirements**

<b><i>Education and experience</i></b>	
<b><u>Required</u> Education and Experience</b>	<ul style="list-style-type: none"> <li>• Post graduate degree in development economics, business administration, economics, law, agribusiness or related field with application in developing country contexts and significant work experience.</li> <li>• 10 years' experience in programme management with experience in project analysis and stakeholder management in a developing country context.</li> </ul>

<b>Competencies</b>	<ul style="list-style-type: none"> <li>• An <b>experienced projects manager</b> with a strong interest in the role of markets in development, an understanding of the South African social, economic and political context and a commitment to working with land reform beneficiaries and at the interface of commercial and development issues.</li> <li>• <b>Management:</b> Ability to plan, organise, direct, control and report on budget for the implementation of agreed projects.</li> <li>• <b>Communication:</b> Strong interpersonal skills and ability to communicate clearly at different levels with government officials, project advisors and communities. An ability to generate clear and concise reports.</li> <li>• <b>Analysis:</b> Ability to analyse investment proposals, community dynamics, commercial sense of proposals and other pro-poor development impact indicators in the analysis of prospective, approved and completed projects.</li> <li>• <b>Problem solving and facilitation skills:</b> Ability to identify challenges and resolve them and facilitate co-operation amongst competing partners with competing interests.</li> <li>• <b>Creativity:</b> Demonstrated creativity and willingness to innovate, think systematically and design solutions to development challenges.</li> <li>• <b>Travel:</b> Ability to travel to projects around the country and work independently with various stakeholders.</li> <li>• <b>Financial management:</b> Ability to assess financial risks and returns when reviewing projects, manage projects within budget and provide forecast information to the Finance Manager on project payments.</li> <li>• <b>Context:</b> Knowledge and understanding of the prevailing political and socio-economic issues in South Africa</li> <li>• <b>Markets:</b> Familiarity with issues and challenges of promoting inclusive and sustainable markets with a perspective on the role of the public and private sectors in that process.</li> <li>• <b>Land:</b> Knowledge about land reform development issues in South Africa and the various approaches to tenure reform, pre- and post-settlement support.</li> </ul>
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<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> <li>• Ability to handle sensitive and complex development issues against a multi-cultural backdrop</li> </ul>
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5. **Key responsibilities (KPA's) of the job: (What is the incumbent responsible for doing?)**

<i>Key performance area</i>	<i>Activities and Inputs</i>
<b>CORE FUNCTIONS</b>	
<b>PROGRAMME MANAGEMENT SYSTEMS</b>	<ul style="list-style-type: none"> <li>• Provide systems support for the procurement, appraisal, monitoring, reporting, evaluating and closing of projects</li> <li>• Liaise with the Operations Manager as required to ensure that database, project records and schedules are current and complete.</li> <li>• Perform such other functions as may be assigned from time to time</li> </ul>
<b>PROGRAMME IDENTIFICATION, REVIEW AND APPROVAL</b>	<ul style="list-style-type: none"> <li>• Identify and review projects and service providers</li> <li>• Analyse project proposals for project panel review deliberations</li> <li>• Conduct due diligence tests on communities, projects, service providers, including undertaking field visits</li> <li>• Formulate recommendations for the project review panel and the Board</li> </ul>
<b>PROGRAMME CONTRACTING,</b>	<ul style="list-style-type: none"> <li>• Develop contracts with communities, service providers, and other relevant stakeholders</li> </ul>

<i>Key performance area</i>	<i>Activities and Inputs</i>
<b>MONITORING AND EVALUATION</b>	<ul style="list-style-type: none"> <li>• Monitor project implementation to ensure systematic risk management throughout the project life cycle</li> <li>• Conduct project completion and evaluation as part of post-deal monitoring and evaluation programme</li> <li>• Undertake project visits as may be required from time to time and provide reports on these</li> </ul>
<b>PROGRAMME REPORTING</b>	<ul style="list-style-type: none"> <li>• Compile project information for Vumelana portfolio reports and project progress reports</li> <li>• Prepare and produce ad-hoc reports/feedback as requested.</li> </ul>
<b>SUPPORT FUNCTIONS</b>	
<b>STRATEGIC RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Support the Programmes Manager in the maintenance of strategic relationships with key stakeholders (especially funders, advisors, private investors, government, related authorities and communities)</li> </ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>• Support the Programmes Manager in the development and maintenance of the profile and reputation of the organisation</li> <li>• Support the Programmes Manager to ensure effective communication with key stakeholders</li> </ul>