

PROJECT MANAGER - VACANCY

The role of a Project Manager

This role is responsible for proactive planning, organizing, directing, controlling, and evaluating the implementation of the Jobs Fund Project, using the best practice project management methodologies/technologies and provide guidance to the Business Development team.

Key Performance Areas

- Establish a clear system for tracking milestones and deliverables, ensuring they align with the Jobs Fund's objectives.
- Collect data and insights for quarterly reports and analyze progress against goals and identify any areas needing improvement
- Regularly review activities and operations to ensure they meet all compliance requirements
- Thoroughly understand the terms and conditions of the agreement and maintain a compliance tracking system to avoid any deviations
- Understand financial products relevant to the Jobs Fund
- Ensure deliverables align with the Jobs Fund mission and objectives and regularly review goals to ensure they are being met
- Track impact metrics such as job creation, economic impact, and fund utilization
- Encourage collaboration and regular updates with the Jobs Fund Team
- Monitor team progress and foster a collaborative environment to optimize performance
- Monitor the flow of funds and their use
- Ensure accurate and timely disbursements and track the return of funds and resolve any discrepancies
- Establish metrics for monitoring progress and performance and evaluate the impact of the fund's activities and projects
- Oversee implementation of business plan ensuring it aligns with Jobs Fund goals

Requirements for the job

- Four-year Degree or equivalent in Finance or Accounting or a related degree, along with three years of Project Management background.
- Must have at least 5 years' experience working as a Project Manager in the agricultural sector.
- Strong financial administration, monitoring and practical report writing experience with strong administrative skills.
- Proven experience in project management, especially in the agricultural sector.
- Must be highly organized and able to develop project schedules, identify milestones and deliverables, and ensure that projects are completed on time.
- Data analysis and management. Computer proficiency- MS word, Excel, and PowerPoint.
- Excellent administration, good organisational, interpersonal, problem solving, analytical skills, numeracy skills.
- Evidence of time management and allocation of resources.
- High levels of attention to detail and meticulous.
- Work with limited supervision.
- A valid driver's licence.

Application Process

Submit your motivation and CV to happlications@sa-fda.org.za clearly demonstrating your suitability for the job and position you applying for. Closing date for the applications is **Friday, 17th May 2024 at 12:00**. Communication will be limited to shortlisted candidates who will be contacted within one week of the closing date.