



NYDA JOB DESCRIPTION

Job Description: Manager: Projects			
Section A: JOB INFORMATION SUMMARY			
Job Title:	Manager: Projects		Job Grade: D2
Job Holder Name:			
Level:	Management		
Date:			
Location	Head Office		
Division or Cluster:	Operations		
Seconded to:			
Reports to:	Executive Director: Operations	Name:	
Location:	Head Office		
No. of positions in the Division or Cluster:	1		
Type of contract:	Full Time – Permanent	Fixed Term Contract ☒	Temporary
Contract period:	2 Years		

Key Job Purpose:

To prioritize, plan and coordinate project development activities according to requirements, manage the implementation of NYDA Projects, to lobby and advocate for interventions that enhance the participation of young people in the economy, facilitate skills and education

programmes, and focus on various intervention across the division, prepare project proposals and develop project plans, schedules and budgets for presentation at relevant committees. Support the office of the Executive Director with monitoring partnerships and contract management.

Key Outcomes: (what deliverables are required to achieve job purpose)

- Project Management
- Manage the implementation of NYDA projects, including priority projects
- Quality Assurance Management
- Ensure integration of priority projects to NYDA products and services.
- Stakeholder Management
- Management of Information and Reporting
- Finance and risk management

Key Roles: (what role does one have to play to deliver the outcomes)

- Conceptualizer
- Planner
- Negotiator
- Fundraiser
- Facilitation
- Project Management
- Implementer
- Trouble shooter

Organogram:

Section C: SERVICE DELIVERY AND PERFORMANCE STANDARDS (KPIs)

Outcomes	Key Performance Indicators(KPIs)

KPI 1: Project management.	• Establish and facilitate project team • Plan and implement projects • Help define project scope, goals and deliverables • Define tasks and required resources • Collect and manage project team • Manage project budget • Track deliverables • Support and direct team • Lead quality assurance • Monitor and report on project progress • Present to stakeholders reports on progress as well as problems and solutions • Implement and manage change when necessary to meet project outputs • Evaluate and assess result of project
KPI 2: Manage the implementation of NYDA projects, including priority projects	• NYDA projects are managed and implemented correctly. • NYDA priority projects consistently meet their strategic objectives and quality standards. • Projects are run smoothly and issues are addressed immediately. • Support units with project proposals including resourcing planning. • Project fundraising plan • Liaise with Corporate Investments for new projects/proposals/business plans. • Divisional support is provided on implemented projects • Project risk log issues are addressed timeously.
KPI 3: Quality Assurance Management	• Management and design of quality procedures, standards and specifications for office of the Executive Director. • Management of operations division processes compliance with standards across the organisation. • Consolidating management and technical reports and customers' charters • Managing cross divisional SLA's
KPA4: Ensure integration of priority projects to NYDA products and services.	• Manage contracts from creation and negotiation to signing and ongoing administration. • Identify potential risks in contracts and develop strategies to minimise these risks for the organisation. • Ensure all contracts comply with company policies, relevant laws, and regulatory requirements. • Maintain accurate and organized records of all contracts and related documentation.

	• Work with various departments, such as legal and finance, and external parties to ensure smooth contract progression and resolution of issues. • Address and resolve any issues or disputes that arise during the contract lifecycle
KPA5: Stakeholder Management	• Working closely with the Stakeholder Engagement Lead, manage engagement with one project stakeholders across government and non-government sectors; • Development and successful delivery of stakeholder engagement plans in accordance with the overarching stakeholder engagement strategy; • Manage stakeholder mapping and prepare communications to stakeholders and respond to stakeholder enquiries; • Manage stakeholder engagement coordinators, providing guidance and directing their workload activities to ensure timescales and requirements are met; • Work collaboratively with other members of the project team, liaising with other Stakeholder Managers in the stakeholder team • Provide briefings and support to technical teams for meetings with stakeholders; • Arrange and attend stakeholder meetings with technical team members and ensure feedback of stakeholder responses and requests to technical teams are responded to within agreed timescales; • Prepare and manage workshops, roundtable and forum logistics including developing agendas, project plans, minute taking and production of reports; • Ensure accurate audit trail maintained of all stakeholder engagement and all contact/activities are recorded on stakeholder database; • Attend client-facing meetings, collaborative planning workshops and report to client on progress.
KPI 6: Management Information/Reporting	• Consolidate divisional reports received from all senior managers Compile monthly update and status report for submission • Quality assurance of reports; • Compile monthly, quarterly and annual reports; • Ensure pro-active problem-solving and decision making; and
KPI 7: Financial and Risk Management	• Adherence to policies and standards; • Preparation and management of project budgets • Resource mobilisation and leveraging;

- Ensure that there is monitoring and alignment of the organisation's budgets with provincial, national and local government departments;
- Identify potential risks and ensure effective risk management
- Assessment of partnerships resourced; and
- Management of stakeholder engagement sessions.

Section D: INHERENT JOB REQUIREMENTS

Competencies:

Level of Proficiency: 1 - Can acquire on the job; 2 - Some proficiency; 3 - Moderate proficiency; 4 - Strong proficiency; 5 - Expert proficiency

D1. Managerial Competencies		D2. Generic Competencies	
Competency	Level of Proficiency (1-5)	Competency	Level of Proficiency (1-5)
• Leadership • Project management • Monitoring and Evaluation • Decision Making	4 5 4 4	• Networking skills • Communication skills • Presentation skills • Stakeholder relations • Goal oriented • Effectiveness • Efficiency • Accountability • Punctuality and timeliness • Ethics, integrity and Professionalism • Stakeholder and service delivery management • Organisational commitment. • Diversity management • Advocacy • innovation	4 5 4 4 4 5 5 4 4 4 4 4 4 4 4 4 4 4 4

D3. Technical skills and knowledge

Knowledge		Skills		D4. Attributes
Competency	Level of Proficiency (1-5)	Competency	Level of Proficiency (1-5)	

• Knowledge and broad understanding of healthcare. • An understanding of what it is like to work within a government organisation and the potential challenges that could be faced.	4 4	• Business knowledge • Computer literacy • Compliant to policies • Compliant to policies and legislations. • Information management. • Analytical abilities. • Product facilitation. • Product facilitation • Product knowledge • Developing products and services. • Marketing youth development services.	4 4 4 4 4 4 4 4 4 4 4	• Hardworking • Dedicated and commitment • Driven • Self-Motivated • An interest in healthcare • Decisive • Persuasive • Well-presented • Articulate • Ethical • Takes initiative
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D5. Qualification and Experience:	
Minimum Qualification Required: ▪ NQF level 7 in business or commerce or law or programme management or specialisation in project management field. ▪ Valid driver's licence Preferred Qualifications: ▪ NQF level 8 business or commerce or law or programme management or specialisation in project management field. ▪ Valid driver's license. Relevant experience: ▪ At least 2 years' experience working experience managing projects in a government institution.	
Section E: KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). • Regional Managers • Programme Managers • Senior managers • NYDA Board. • CEO • NYDA staff • Executive Directors • CFO	External Relationships (With Local/Provincial structures and other key parties, specify) • Youth of South Africa • Government/Public sector • Private sector • Social organisations

**These are relationships where the incumbent will be working closely to influence or determine the results of this job. These are make or break relationships who may best complete a 360 degree performance assessment.*

Signed by: (Job Holder)	Authorised by:
Date:	Date: