

INTERNAL & EXTERNAL ADVERT

Overview of the Entity

The Eastern Cape Rural Development Agency (ECRDA) is a schedule 3C entity in terms of the Public Finance Management Act 1, of 1999 as amended, with a mandate to promote, support and facilitate rural development in the Province.

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| Position | : | Principal Project Manager |
| Location | : | Head Office |
| Reporting Line | : | Infrastructure Delivery Management System Manager |
| Grade | : | 16 |
| Duration | : | Permanent |
| Start Date | : | As soon as possible |

Main purpose of the Position

To assist with the planning, directing and co-ordinating of rural development infrastructure delivery management operations, deploy and maintain systems and procedures for operating efficiency and optimum performance.

JOB PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE POST

ESSENTIAL REQUIREMENTS OF THE POST:

Education Qualification

Bachelor's degree in business management or any relevant NQF Level 7 qualification.

A course in project management.

A post graduate qualification will be an added advantage.

Experience

- 8 years working experience in the relevant field.
- 5 years' experience at junior management level
- Code 8 driver's license

Competencies Required:

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| KNOWLEDGE | |
| | <ul style="list-style-type: none">• Competent knowledge and understanding of relevant policy and legislation.• Competent understanding of institutional governance systems and performance management• Competent knowledge of team leadership• Competent knowledge of supply chain management regulations• Good governance• Competent knowledge of Labour Relations Act• Operational knowledge of field-specific activities• Understanding of ECRDA operations and delegation of powers, as well as field-specific roles |
| LEADERSHIP | |
| | <ul style="list-style-type: none">• Strategic Direction and Leadership• People Management• Programme and Project Management• Financial Management• Change Leadership• Governance Leadership• Stakeholder Relations |
| CORE COMPETENCIES | |
| | <ul style="list-style-type: none">• Moral Competence• Planning and Organising• Analysis and Innovation• Knowledge and Information Management• Communication• Results and Quality Focus |
| SPECIAL CONDITIONS ATTACHED TO THE POST | |
| | <ul style="list-style-type: none">• Ability to speak and write English.• Ability to develop and maintain relations with other staff members |

KEY PERFORMANCE AREAS

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| 1. | <p>Subject Matter Expert:</p> <ul style="list-style-type: none">• Give professional or technical input and suggestion to the broader ECRDA and provide direction to staff within the sphere of operation.• Convey knowledge to other employees within other operating units, where required or expected. <p>In order to provide subject matter expertise across the ECRDA</p> |
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| 2. | <p>Process Improvement:</p> <ul style="list-style-type: none"> • Identify and address performance gaps, inefficiencies, and non-value-adding parts of processes. • Establish standards and best practices. • Evaluate and assess the overall effectiveness and give pertinent suggestions about resources allocation. • Ensure that the performance of functions undergo continuous improvement and enhance cross-functional integration. <p>In order to ensure continuous process improvement for excellence in work performance and productivity</p> |
| 3. | <p>Operational and Project Management Relationships:</p> <ul style="list-style-type: none"> • Work together with project managers to share resources and experience, and to help to improve efficiency and overall performance. • Prioritize operational objectives, optimize opportunities and avoid potential risks, and concentrate on what is best for the ECRDA. <p>In order to ensure harmonious relationship with project managers</p> |
| 4. | <p>Performance Management Process Responsibilities:</p> <ul style="list-style-type: none"> • Determine an appropriate schedule for regular performance conversations with co-workers and employees managed directly. • Use the quarterly performance reviews for achievements, setbacks, and then use this information to align goals and development plan for coming year. • Deliver regular positive and constructive feedback. • Check-in on target or goal progress, offering coaching or assistance, or revise targets or goals as necessary. <p>In order to ensure performance management with co-workers and of subordinates</p> |

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| 5. | <p>Principal Project Management for Rural Infrastructure Delivery Management:</p> <ul style="list-style-type: none"> • Plan, prioritise and oversee infrastructure project management activities. • Prepare budgets, determine timelines, and identify resources. • Understand customer requirements clearly and develop project plan, scope and deliverables. • Manage daily activities of project teams and provide assistances whenever needed. • Monitor project progress on regular basis and identify and correct delays. • Assist in recruitment, interviewing, orientation of projects' team members. • Identify training needs for project teams to improve professional competence. • Assist in performance evaluation, and retention activities. • Stay current with latest developments in infrastructure project management. • Serve as primary contact for client queries and concerns. • Conduct regular team meetings to discuss about projects status and issues. • Assist in preparation of design documents and technical and functional documents and other project reports. • Prepare scope of works, review contract terms and conditions and perform client negotiations when needed. • Ensure that final deliverables meet quality standards and client expectations. • Ensure that all projects' activities from design to deployment are performed within the allotted schedules. <p>In order to provide comprehensive infrastructure project management for rural development to realise expected outcomes of the ECRDA strategy</p> |
| 6. | <p>Stakeholder relations / advocacy:</p> <ul style="list-style-type: none"> • Communicate with stakeholders to keep them informed of the work of infrastructure project management and identify changes in infrastructure project management trends and landscape. • Establish good working relationships and collaborative arrangements with stakeholders (e.g. built environment professionals, communities, farmers, municipalities, COGTA, shareholder, investors, traditional authorities, etc.) and other organisations to help achieve performance outcomes of the unit. <p>In order to ensure strong working relations with the key stakeholders of the unit</p> |

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| 7. | Perform any other related duties as instructed by the IDMS Manager |
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GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, Certified copy of your Identity document, qualifications and drivers' licence must be submitted to recruitment@ecrda.co.za.

NB:

- Without prejudice, correspondence will be limited to the shortlisted candidates.
- Further be informed that if you have not been contacted within 1 month of the closing date, please accept that your application was unsuccessful.
- ECRDA reserves a right to appoint or not to make an appointment.
- Interviews will be conducted in person, unless stated otherwise.
- Administrative enquiries may be directed via email to recruitment@ecrda.co.za
- Technical enquiries may be directed to Mr Lungisa Mtumtum on 0664724002

Date of issue: 22 April 2024

CLOSING DATE: 03 May 2024. Late applications will not be accepted.