

| JOB DESCRIPTION FORM | |
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| Job title: | Senior Manager: Project Management |
| Division/Department: | Housing Development Patterson Grade: |
| Date Prepared: | Sep-17 |
| Overall Purpose of the Job: | Ensures JOSHCO's growth through the on time, on budget and to specification delivery of new build projects. In addition the incumbent will be required to manage projects and work with internal and external clients. This candidate will have overall responsibility for planning, managing and delivering projects that are: Medium to large in size, complex in nature, high in risk profile, have multiple inter-dependencies. |
| Position Size Parameters: | <i>Team of five people</i> |
| Organisation structure and Reporting Relationships: | Reports to: Executive Manager: Housing Development |
| Qualifications | <ul style="list-style-type: none"> ◆ A valid Grade 12 certificate; ◆ A valid driver's license (code 08). ◆ A post degree qualification in a Building Science, Construction Management or similar or other suitable tertiary degree ◆ Certificate in Municipal Finance Management in line with Minimum regulations on competency level of 2007 will be added and advantage. ◆ Professional Registration with SACPCMP is a must. ◆ A minimum of 5-7 years' in project management, construction contracts management and construction management experience of which must entail – <ul style="list-style-type: none"> ○ Planning and time management (preparing progress reports). ○ Financial and budget management (monitoring budget reports). ○ Communication Delegation & Motivation (on site management, team meetings). ○ General Construction knowledge ◆ Experience in the Municipal and or Social Housing sectors and managing multiple-large estate projects, is required. ◆ Knowledge of relevant Legislations, construction regulations, standards, incident, investigations techniques, risk assessment methodologies ◆ Identify and resolve issues and conflicts affecting projects during the implementation phase of various projects. ◆ Manage professional consultants and ensure that all required milestone during implementation of the project are implemented within the set timelines. ◆ Meet, communicate and coordinate community participation in all projects during the planning and design processes. ◆ Knowledge of the P/MFMA. |

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| Internal and External Relationships/Contacts: | <ul style="list-style-type: none"> Relationship with other departments in Housing Development Relationship with Housing Management for the handover of new estates | |
| Key Performance Areas: | Finance Objectives: <ul style="list-style-type: none"> Project budgets are effectively managed and people in the unit know what the current situation is with budgets Project budgets are carefully planned and managed | |
| | Customer Objectives: <ul style="list-style-type: none"> Projects are handed over to Housing Management on agreed deadlines Projects are occupation ready when handed over All project snags are dealt with expeditiously | |
| | Operational Objectives: <ul style="list-style-type: none"> Effective project management systems are put in place to manage projects An Annual Construction and Property/ Project's Management Plan is developed Projects are delivered on time, on budget, to specification and within regulatory compliance Tender processes for projects are effectively overseen External contractors are properly managed Compliance is maintained with all JOSHCO systems (performance management, HR, finance, Stakeholder information, reporting etc.) | |
| | People Objectives: <ul style="list-style-type: none"> Guide, lead and direct staff so that they are able to achieve the objectives set for them Monitor and manage staff performance of staff within the division as appropriate in compliance with the Performance Management policy and processes Practise sound labour relations within the approved conditions of service with regard to division staff Ensure the implementation of the human resources policies, procedures and practices within the department Coach and mentor staff as appropriate to improve performance Drive the alignment of the department mandate with corporate goals (clearly define, interpret, communicate and manage). Ensure achievement of department planned goals and targets. Manage high priority performance threats and pursue optimisation of opportunities relating to attainment of goals. Providing guidance and direction to subordinates, including setting performance standards and monitoring performance. KPA's are understood and achieved The values of JOSHCO are understood and lived Performance is constantly improved | |

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| | <ul style="list-style-type: none"> New developments in the industry are understood and embraced | |
| Key Responsibility Area | Key Responsibilities | Key performance indicators |
| 1. Lead the development and implementation of a broad, coordinated set of strategies, plans and programs to meet the project and programme delivery goals and priorities of JOSHCO. | <ul style="list-style-type: none"> Define and document procedures in accordance with agreed project methodology and implementation Ensure the development of an operational plan which incorporates goals and objectives that work towards the strategic direction of the organisation Ensure that the departmental goals, objectives and strategies are aligned to the overall organisational goals, objectives and strategies Provide strategic oversight of all projects administered by JOSHCO , to Management and Board if necessary Ensure that the business processes, policies and procedures of JOSHCO are implemented within the Project Management Unit. | Programme Implementation Plan and Strategy |
| 2. Continuously benchmark project management toolkits and methodologies used within similar sectors and / or organisations | <ul style="list-style-type: none"> Ensure good practices in standard methodologies and processes are used in the execution of projects Other similar organisations are benchmarked and best practice methodologies are implemented within the department Ensure that the project management tools used within JOSHCO is current and valid to the purposes of JOSHCO Recommend new processes where needed to improve service delivery, costing, or on-time delivery Conduct continuous research to ensure best practice standards are adhered to | Standard Operating Procedures and Manual |
| 3. Provide expertise and consulting to project managers in the process of project management and in the softer skills of team dynamics, teamwork and group motivation | <ul style="list-style-type: none"> Lead, coach and motivate team members on a continuous basis Manage and lead the project managers and coordinators w.r.t. its performance of project implementation, monitoring and tasks Promote a culture that reflects the organisation's values, encourages good performance, and rewards productivity | |

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| 4. Facilitate the definition of project missions, goals, tasks, and resource requirements; resolve or assist in the resolution of conflicts within and between projects or functional areas; | <ul style="list-style-type: none"> • Develop methods to monitor project or area progress; and provide corrective supervision if necessary • Provide independent advice on the management and coordination of projects • Conduct post-implementation review and perform sign-off where applicable • Act as a professional advisor to the Project Managers and Coordinators • Take corrective action if projects are not aligned to project plan and strategic accomplishment of goals within department • Act as a mediator between team members where conflict arises | Project Tracking Tool |
| 5. Manage departmental budget, resource allocation and effective utilisation of resources | <ul style="list-style-type: none"> • Prepare Project Management Office's budget, monitor and track expenses, and implement corrective action when necessary • Provide Management and Board with comprehensive, regular reports on the revenues and expenditure of the department • Provides Management and Board with accurate annual financial and performance reports, which can be presented at the annual Board meeting including the Section 79, SHRA and other funders, if required • Work with Project Controls to transition proposed budget into execution budget, costs are tracked and reported against budget • Adhere to best practice corporate governance, specifically relating, but not limited to, financial governance • Maintain a high-level Project Management 'Scorecard & Dash Board' for the Board, CEO and EXCO | Approved Budget |
| 6. Investigate the feasibility and possible sustainability of projects | <ul style="list-style-type: none"> • Conduct risk analysis and business value evaluation of project ideas / plans for approval and implementation • Research to find out if other similar projects have been successful in their implementation – benchmark against other similar projects • Ensure that projects are aligned to the mandate placed at JOSHCO. | |

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| 7. Monitoring and Evaluation | <ul style="list-style-type: none"> Track project deliverables using appropriate tools Conduct project evaluations and assessment of results | Monitoring and Evaluation System | |
| 8. Reporting | <ul style="list-style-type: none"> Monitoring and reporting of project performance against project deliverables Constantly monitor and report on progress of the project to all stakeholders Present reports defining project progress, problems and solutions Define the content/format of and prepare the various achievement reports to be submitted on an agreed time frames | Statutory Reporting reports | |
| Key Competencies | GENERAL MANAGEMENT SKILLS: <ul style="list-style-type: none"> Communication Facilitation Conflict Management Relationship Management Project Management Ethical General Management skills Knowledge of policy and procedure development and implementation Data Analysis skills Budgeting and Budget Management skills Problem-solving skills | TECHNICAL KNOWLEDGE AND SKILLS <ul style="list-style-type: none"> Social Housing Sector Legislation Housing Design and Construction Techniques Construction Management and Monitoring | ATTRIBUTES <ul style="list-style-type: none"> Emotional Intelligence Persuasion Assertiveness Interpersonal Skills Attention to detail Adaptability and flexibility Situational sensitivity |
| Agreed by Job Holder | <i>Name printed</i> | Signature: | |
| Approved by Immediate Line Manager | <i>Name printed</i> | Signature: | |
| Approved by Divisional Executive or CEO | <i>Name printed</i> | Signature: | |

No job description can be all embracing. The above statements are intended to describe the general nature of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. In addition, if required, a job holder may be allocated to other temporary duties, provided these are in keeping with his/her status and experience.