

PROJECT MANAGER
Ref no: PM/FUN/08/2022

Through the extended PESP3 funding, the NHC has an opportunity for a **Project Manager** to manage the programme on an 18-months contract.

The position is based at **Hatfield, Pretoria**.

Key role:

- Primary role of organising and developing systems for accepting and managing proposals and guide them through the funding process;
- Work with evaluating teams to ensure that all applicants/beneficiary needs are met;
- Responsible for managing all aspects of the grant development process including planning, budgeting, writing, submitting and tracking grants;
- Have direct responsibility of grant making team and other relevant employees within the PESP3 contracting;

Key Responsibilities:

- Own the quality and timelines of the final process in the grant development and funding processes;
- Serve as a primary point of contact for the beneficiaries;
- Manage employees by providing appropriate direction and ongoing feedback, delegating tasks, prioritising work and conducting performance reviews;
- Lead weekly regular feedback and update meetings for PESP3 funding for reporting to Management with recommendations;
- Complete weekly projects status for the principals-DSAC;
- Assist in any post-award grant revision and conduct debrief to share feedback on unfunded grants;
- Ensure that all application documents are uploaded and filed upon completion;
- Keep the team up-to-date on project progress and report delays timely;
- Consult with the Funding Programme Manager as needed;
- Package and submit properly completed and timely grant applications according to the funder's requirements;
- Coordinate quality control checks and review all grant materials;
- Monitor all grant materials and request changes to ensure that they strictly adhere to funder requirements;
- Create templates for applicants/beneficiaries to assist in the reporting processes;
- Develop and format grant budgets, narratives and other supporting application document;
- Hold beneficiaries and grant administration team accountable for interim and final deadlines;
- Develop and manage deadline based checklist based on funding requirements;

- Assist in the spreadsheets to track funding activities on beneficiary approved plans;
- Participate in regular PESP3 Steering Committee, taking notes and tracking action items;
- Communicate effectively and respond to emails timely.

Qualifications, skills and experience:

- BA degree from an accredited college/university;
- Experience in ad/or knowledge of public policy, social services, non-profits organisations and intergovernmental affairs desirable;
- Prior experience in a project management role, handling large and small scale projects simultaneously utilising project management tools and methods for planning and implementation
- Knowledge of grant management system (GMS) desirable;
- Strong planning, critical thinking and problem solving skills;
- Excellent verbal, written and interpersonal communication skills at different levels;
- Outstanding customer and diplomacy skills when interacting with stakeholders and beneficiaries;
- Ability to work collaboratively with team members in a dynamic and fast paced work environment;
- Highly organised with superior attention to detail and excellent follow up;
- Results driven and manages time effectively by prioritising tasks, and managing competing priorities;
- Applies new skills and concepts quickly ad displays a willingness to learn and improve;
- Maintains calm and positive attitude while meeting deadlines and tight turnaround times;
- Demonstrates flexibility in responding to business demands and varying requests with ease;
- Ability to understand and follow directions, policies and procedures and work independently with little direct supervision;
- Basic knowledge of budgeting and comfort with excel and financial statements;
- Superior working knowledge of office applications and online collaboration tools and systems;
- Familiarity with online grant applications in an advantage.

Closing date: 31 August 2022

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

Please email your cv to r.projectM@nhc.org.za

The NHC is an equal opportunity employer. As such, it is committed to the employment Equity Act and will through the filling of this vacancy, give preference to candidates from designated groups in terms of the Employment Equity Act. By applying for this position at the NHC, the applicant understands, and agrees that the NHC may solicit a credit and criminal report from registered credit bureau and/or South African Police Services (in relation to positions that requires trust and honesty and/or entail the handling of cash or finances), and may also verify the applicant's educational qualification and employment history. The NHC reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.