

VACANCY | PROJECT MANAGER

CLOSING DATE | 10 March 2023

<h2>VACANCY PROJECT MANAGER</h2> <p>CLOSING DATE 10 March 2023</p>	
ROLE	Project Manager – Economic Inclusion
MAIN PURPOSE OF ROLE	<p>The Economic Inclusion Unit is responsible for developing innovative and impactful interventions that address systemic and structural exclusion that impact the ability of young people to access opportunities within the economy. Our work focuses on ecosystem capacity building to drive transformative change with a focus on the green economy, localisation and infrastructure development.</p> <p>This role will primarily support the implementation of the Installation, Repair and Maintenance (IRM) Initiative’s focus on the youth employability programme. It will require working within the nexus of skills development and training activities, coordinating across a range of key partners and stakeholders including Technical, Vocational Education and Training (TVET) colleges and facilitators, work readiness trainers, learners, among others.</p> <p>This role is responsible for planning, coordinating and delivering selected activities related to the economic inclusion programme implementation.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Drive project preparation, coordination and implementation of activities • Strong project management skills, drafting and monitoring of workplans, project plans, producing progress reports and partaking in regular project meetings • Drive effective coordination and engagement with service providers, delivery partners and strategic stakeholders • Provide support in project budgeting, delivery and project invoicing as per the organization’s policies and procedures • Ensure financial compliance on all project budgets with the appropriate organisational policies and procedures • Regularly monitor and manage the risk of project financial information • Ability to write and collate communications, proposals and reports • Event planning & monitoring, communications, and project advocacy <p>The successful candidate must be an agile self-starter, great communicator and team player who is able to problem solve and innovate. Project management, stakeholder engagement and project financial management are core requirements of this role.</p>
REPORTS TO	Programme Manager – Economic Inclusion

At the NBI we believe in collective action and collaboration to effect change; building a South African society and economy that is inclusive, resilient, sustainable and based on trust.

We are an independent, business movement of around 100 of South Africa’s largest companies and institutions committed to the vision of a thriving country and society.

The NBI works with our members and partners to enhance their capacity for change, leverage the power of our collective, build trust in the role of business in society, enable action by business and stakeholders to transform society and create investment opportunities.

Through thought leadership, capacity building and collective action we aim to achieve three strategic outcomes:

- Working to ensure South Africa’s economy is inclusive, equitable, competitive and sustainable.
- Building institutional capacity to support social and economic transformation; and
- Endeavouring to ensure that South Africa is a society characterised by a high degree of trust.

www.nbi.org.za

Please note:

Interested persons should please forward their detailed CVs to Human Resources via e-mail NelisiweN@nbi.org.za

Please consider your application unsuccessful if we have not contacted you by 31 March 2023

<p>KEY PERFORMANCE AREAS</p>	<ol style="list-style-type: none"> 1. Project management & implementation 2. Partner and stakeholder engagement 3. Coordination of service providers and delivery partners 4. Financial management support including procurement and budgeting 5. Events and meetings planning and logistics
<p>MINIMUM EDUCATION AND EXPERIENCE</p>	<ul style="list-style-type: none"> • Minimum 5 years of relevant work experience. • Experience working in sustainable development, youth employability, higher education and/or skills development and training. • A Bachelor’s degree in Social Science, Economics, Business Studies and/or Sustainable Development. A Masters degree in a relevant field will be a distinct advantage. • Well-developed writing skills are essential. <p>Must be passionate and knowledgeable on the socio-economic landscape in South Africa.</p>
<p>REQUIRED COMPETENCIES</p>	<ul style="list-style-type: none"> • Organized and multi-tasking • Project planning • Critical thinker who requires minimum supervision • Team player with excellent interpersonal skills • Great communications skills – written and verbal • Decisive and goal oriented • Relationship building skills
<p>PERSONAL ATTRIBUTES</p>	<ul style="list-style-type: none"> • Adaptable and focused • Influencing skills • Passionate about socio-economic transformation • Ability to work independently and within a team
<p>PACKAGE</p>	<ul style="list-style-type: none"> • This is a 2-year contract position, with a 3-month probation period and remuneration will be negotiable at TCTC R550 000 – R750 000 in accordance with the level and experience of the successful candidate.