

JOB PROFILE

JOB TITLE: PROJECT MANAGER

DBSA MANDATE

The Development Bank of Southern Africa (DBSA) has positioned itself as a development finance institution (DFI) that champions, and often leads, infrastructure integration and development. The Bank has sought to promote economic and social development by mobilising financial and other resources from the national and international private and public sectors for sustainable development projects in South Africa, the SADC region and the whole of the African continent.

In broad and aspirational terms, the DBSA has the vision of “a prosperous and integrated resource efficient region, progressively free of poverty and dependency”.

DBSA VALUES

The DBSA Mandate, Vision and Mission is underpinned by its core values: High Performance; Integrity; Innovation; Service Orientation; Shared Vision.

We are a value driven organisation and our employees live our values as we bend the arc of history to a shared prosperity.

DBSA’S ROLE IN THE INFRASTRUCTURE VALUE CHAIN

DBSA primarily plays a key role in the preparation, funding and building phases of the infrastructure development value chain as illustrated below:



JOB INFORMATION			
Job Title	Project Manager	Occupational Level	Professionally Qualified
Job Grade	Grade 16	Reports to	Fund/Programme Manager
Division	IDD	Business Unit	Programme Management Services
Direct Reports	None	No of Employees in Division	118
Approved By	Mamarinyana Ratsaka <i>[Signature]</i>	Date Approved	26 October 2021
Location	Midrand	Employment Type	Permanent <input type="checkbox"/> Fixed Term Contract <input checked="" type="checkbox"/>

PURPOSE OF THIS JOB

This position is specific to the SADC Regional Fund for Water Infrastructure and Basic Sanitation reporting to the Fund/Programme Manager. The Project Manager’s responsibilities span a broad spectrum, covering all areas of project management including planning, cost and time management, quality management contract administration and safety management.

Functional Structure Overview

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    A[GE: IDD] --- B[Head: Programme Management Services]
    B --- C[Fund/Programme Manager]
    C --- D[Project Manager]
  
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KEY PERFORMANCE AREAS**Functions****1. Strategic Functions**

- (a) Planning, execution, monitoring and control and closure of the project (with the relevant support from the Programme Support Office).
- (b) Identifying and implementing expediting measures to prevent project delays.
- (c) Assist in identifying projects within the region for inclusion in the Fund's pipeline

2. Project Management Functions**2.1 Project Appraisal, scoping, coordination and team management**

- (a) Assess and Appraise the technical aspects of the projects to confirm projects rationale and quality of the technical studies and/or designs, scheduling and costing to ensure alignment to the Investment criteria – as well as identify additional activities needed to prepare project for funding assessment
- (b) Serve as a key link with the Programme Manager and client's representative or project sponsors and review the deliverable prepared by the team before passing onto the client;
- (c) Oversee the project from start to finish and Co-ordinate the efforts of all parties involved in the project, including professional service providers (consultants), contractors, sub-contractors and labour;
- (d) Develop team spirit and ensure that staff involved in the project are committed to the same goal
- (e) Identify and negotiate assignment of resources; and
- (e) Implement the project office framework with objectives and goals of the team members and assign individual responsibilities.

2.2 Project control on cost, time and quality

- (a) Review designs and all technical deliverables of Service Providers
- (b) Ensure that control measures for cost, time and quality are in place;
- (c) Conduct regular status meetings with the principal agent teams;
- (d) Conduct periodic inspection visits to project construction site(s);
- (e) Ensure that construction activities follow the predetermined schedule and critically monitor project milestones;
- (f) Oversee project accounting including budget management, approval of progress payments, tracking of team expenses and minimising the exposure to risk;
- (g) Ensure invoices/claims submitted by contractors and/or professional service providers are timely checked, verified and forwarded to the Programme Manager; And

- (h) Maintain strict adherence to the budgetary guidelines as well as project management, quality and safety standards.
- (i) Complete projects within time, budget and quality

2.3 Project planning

- (a) Preparation of tender documents and coordination with Supply Chain Management during the procurement process
- (b) Devise project work plans and make revisions as and when need arises; Confirm project activities are scheduled;
- (c) Prepare all programme/project cost activities; and
- (d) Confirm milestones with stakeholders and customers.
- (e) Ensure proper planning

2.4 Project communication and reporting

- (a) Ensure an effective communication system is in place to provide timely feedback for management, client and customer;
- (b) Issue site meeting minutes and action plans;
- (c) Compile weekly project reports for stakeholders;
- (d) Compile monthly progress reports; And
- (e) Conduct project close out reviews.
- (f) Ensure timeously, effective communication and adequate reporting

2.5 Project contract management

- (a) Ensure contracts are managed in a way that is fair to all parties;
- (b) Monitor performance by identifying and resolving areas of concern;
- (c) Actively measure progress against the contract's performance;
- (d) Ensure adherence to the contract conditions and timelines; And
- (e) Issue contract instructions in accordance with the conditions of the contract (in consultation with the Legal Expert).

2.6 Project commissioning

- (a) Confirm the commissioning and transfer of new assets;
- (b) Confirm the availability of all site handing over documentation;
- (c) Ensure submission of as built drawings and user specifications where applicable; And
- (d) Ensure commissioning, hand over and sign-off by client.

3 Programme Environmental, Safety, Health, and Gender (ESHG) Safeguards

- (a) Ensure the implementation of Occupational Health and Safety (OHS) Act and any recommendations from audits carried out within the project environment;
- (b) Assure compliance to the project Environmental Approval (EA) conditions and where applicable DBSA ESHG Safeguard requirements as well as that of International Financing Institutions; develop a culture of safety and health within the project environment by promoting the aims and benefits of proactive safety and health interventions;
- (c) Conduct effective control, management and follow up of incidents; and
- (d) Advise and evaluate contractors on compliance to the approved safety plan.
- (e) Promote mainstreaming of Gender in Project Activities

4 Resources utilisation and stakeholders relations

- (a) Adequate utilisation of resources.
- (b) Management of relationships with key stakeholders (internal and external).

KEY INTERNAL LIAISON RELATIONSHIPS

- 1. Head: Programme Management Services
- 2. Programme Manager
- 3. IDD Support Team

KEY EXTERNAL LIAISON RELATIONSHIPS

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|-------------------------------------|-----------------------|
| 1. Service Providers (as appointed) | 3. External Client(s) |
| 2. DBSA stakeholders (as required) | |

QUALIFICATIONS & EXPERIENCE

Minimum Requirements

- 1 Minimum is a technical degree BSC/BENG in Civil Engineering or equivalent
- 2 Proven track record in the design, construction, monitoring and evaluation of Civil Engineering

projects in high performance environments

- 3 Minimum registered as candidate professional with one of the professional bodies in built environment
- 4 At least 7years practicing in the built environment

Added Advantage:

- 1 Experience in water and sanitation
- 2 Experience in ensuring Project Compliance with Environmental and Social Safeguards of International Financial Institutions/Development Banks
- 3 Experience in the SADC region
- 4 Project Management professional with qualifications: PMI, PRINCE, SACPCMP, ECSA, SACAP or similar or master's degree in project management

Skills & Ability

- 1 Project and contract management knowledge
- 2 Sound knowledge of the FIDIC, JBCC, NEC, GCC and other relevant forms of contracts
- 3 In depth understanding of the PMBOK knowledge areas
- 4 Knowledge of relevant Acts regarding infrastructure development, Understanding of infrastructure markets
- 5 Understanding of government priorities, systems and processes at national and provincial level

COMPETENCIES

TECHNICAL COMPETENCIES

1. Project Management

- (a) Initiates project plans and secures resources for projects that span area or department boundaries.
- (b) Uses estimating techniques and develops project risk management approaches.
- (c) Has an in-depth and practical understanding of how to maximize the effectiveness of project teams.

2. Planning & Organizing

- (a) Is relied on to helps other plan and organise their workload.
- (b) Uses effectively advance time management processes to deal with high workload and tight deadlines.

- (c) Organises, prioritises and schedules tasks so they can be performed within budget and with the efficient use of time and resources.
- (d) Achieves goals in a timely manner, despite obstacles encountered, by organising, reprioritising and re-planning

2. Negotiation Skills

- (a) Understands and can apply basic negotiating skills and techniques, e.g. obtaining a full understanding of the other party's agenda and needs before disclosing own perspectives.
- (b) Possesses an understanding of various unspoken communications from other parties and can decipher hidden agendas.
- (c) Is able to successfully conclude negotiations which require the development of an emotional as well as factual argument.
- (d) Is able to develop mutually-beneficial potential solutions.

3. Written Communication

- (a) Understands that different writing styles are required for different documents or audiences.
- (b) Write effective correspondence, prepares questions and reports, statements of circumstance and briefing notes.
- (c) Reviews others' documents for clarity and impact.
- (d) Has a solid mastery of writing principles such as grammar, sentence construction etc.

BEHAVIOURAL COMPETENCIES

1. Achievement orientation

- (a) Undertakes challenging assignment and strives to complete them.
- (b) Sets priorities and chooses goals on the basis of calculated costs, anticipated benefits and improvement of performance.
- (c) Aims at exceptional performance, setting out to achieve a unique standard.
- (d) Constantly analysis outcomes to ensure the achievements of business goal.
- (e) Identifies short-term opportunity or potential problems aiming to achieve better outcomes.

2. Customer Orientation

- (a) Tries to understand the underlying needs of customers and match these needs to available or customized products and service.
- (b) Adapts processes and procedures to meet on-going customer needs.
- (c) Utilises the feedback received from customers, in order to develop new and / or improving existing services / products that relates to their on-going needs.
- (d) Thinks of new ways to align DBSA's offering with future customer needs.

3. Integrity

- (a) Is willing to end a business relationship because it was associated with unethical business practice.
- (b) Is capable of challenging senior management (in an appropriate and respectable manner) in order to act on espoused values.

4. Leading and empowering others

- (a) Creates the conditions that enables the team to perform at its best (e.g., setting clear directions, providing appropriate structure, getting the right people, obtain needed resources).
- (b) Monitors performance against clear standards, and addresses performance issues promptly and takes action to get performance back to desired levels.
- (c) Proactively asks for feedback on own performance from team members, aiming to become more effective.

5. Teamwork and cooperation

- (a) Acts to promote a friendly climate and good morale, and resolves conflicts.
- (b) Creates opportunities for cross-functional work.
- (c) Encourages others to network outside of their own team / department and learn from their experience.

6. Self-awareness & self-control

- (a) Withholds effects of strong emotions in difficult situations.
- (b) Keeps functioning or responds constructively despite stress.
- (c) May apply special techniques or plan ahead of time to manage emotions or stress

7. Strategic and Innovative thinking

- (a) Recognises opportunities or potential problems, before they become obvious, by seeing the connections in a range of sources of information, including insights from outside DBSA .
- (b) Restates complex knowledge in a way that makes it easier for others to understand.
- (c) Experiments with new approaches, tests scenarios, questions assumptions and challenges conventional thinking.
- (d) Creates new concepts that are not obvious to others, leveraging internal and external sources of information, to build incremental revenue and growth opportunities.

8. Problem Solving:

- (a) Analysing causes of problematic situations and taking effective decisions - even in the absence of sufficient time and information - based on a brief summary of information, intuition, experience and skills.
- (b) Conceptual and logical thinking, sound judgment and innovation .