



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY

VACANCY ANNOUNCEMENT

The Southern Africa Development Community Secretariat (SADC) is seeking to recruit highly motivated and experienced professionals who are citizens of Member States of the SADC to fill the following regional position to its Organization Structure.

1. Job Project Management Officers x4 - Job Grade 6

Primary Purpose of the Job

- Provide a range of technical and timely Project Management Support services to ensure effective Initiation, Planning, Execution, and Closure of projects, grants and programmes;
- Provide project management guidance and inputs into core documents or meetings; and
- Develop, implement, continuously improve and be a custodian of tools, processes and procedures related to the SADC Project Management System (SPMS).

Duties and Responsibilities

Strategic Project Management

Understand the relationship between SADC Corporate Strategy, Vision, Mission, Values, Policies and priorities; and be able to assist staff to align project descriptions and interventions to SADC Strategic Objectives and priorities throughout the project life cycle.

Core Project Management Support

Under the supervision of the Senior Officer - Project Management Support Unit (SO-PMSU), the Project Management Officer's core roles and responsibilities include the following:

- Provide Project Management Support to ensure effective Initiation, Planning, Execution, and Closure of projects and programmes;
- Develop and Implement SADC Project Management System-SPMS (tools, templates, SOP, Manual, Guidelines, platform, processes, etc.)
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- Support the design, development, planning, budgeting and appraisal of new projects , grants and proposals (Detailed Project/ Grant Documents)
- Collect data, analyse and consolidate reports on the management and performance of projects, grants and programmes to Council, BoA, MT, PMC, ICP, etc;
- Plan and build capacity of staff, stakeholders on Project/, Grant and or Programme Management;
- Support Project, Grant, Programme Baseline and Target setting (KPIs)-development of Project Result / Logical Frameworks and M&E Plans
- Provide Project Management inputs into key strategic and technical meetings, documents and ensure quality review of such documents

- Develop and implement Project Management Monitoring and Evaluation/ Review Plans (Mid Term and End of project, grant, programme Evaluations /Reviews) by following *DAC criteria;
- Monitor the implementation of projects, grants (including Procurements, Staffings, budgets, activities, outputs, outcomes, issues and risks through Supervision/ field visit missions;
- Support project, grant Transition, Phase out (Exit) and or phase In (Redesign) processes;
- Serve as the Project Management Help Desk to provide inputs and guidance on project management matters;
- Ensure adequate project management support is provided to project teams to ensure that projects are implemented on time, achieve their intended results, with the pre-agreed quality and within allocated budget;
- Become the lead custodian of SPMS and assume full responsibility of its implementation, in partnership with internal stakeholders, Member States and ICPs;
- Organise training and capacity building of programme directorates and project staff on SPMS tools, practices, guidelines procedures and on Project Management in general;
- Manage the online Module of SPMS to update and upload project documents related to their Initiation, Planning, Execution, and Closure; and maintain a systematic filing of project information (hard and soft copies);
- Contribute in the development and implementation of PMSU plans, budgets, documents, reports, minutes, etc.
- Ensure timely production of quality PMSU work and documents (produce work of good quality and on time).
- Work with other Units, Directorates and partners on issues where concerted effort is needed (such as strategic planning, evaluations, reviews, due diligences, reporting, etc.);
- Manage for a short time a project or a programme while HRA is in the process of filling the position;
- Perform any other duty deemed necessary by the supervisor in order to achieve work related objectives.

Leadership

- Support SO-PMSU to develop, update and implement policies, strategies, processes, systems and procedures for the effective delivery of the unit's objectives;
- Support the development and implementation of project management strategy, methodology (procedures, guidelines and standards) and tools (systems, templates etc.);
- Develop short- and long-term plans and budgets for the unit, monitor progress, assure adherence and evaluate performance on a regular basis;
- Support SO-PMSU to manage the delegated unit budget to ensure optimal use;
- Support SO-PMSU to achieve the mission, goals and objectives of the unit, and report progress to the Director and the Deputy ES
- Assist the Audit teams in their review of this function, and implement audit recommendations as and when they are made

- Support SO-PMSU to research and adopt best practices in own area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

Team building within the unit

- Plan and manage the activities of project teams.
- Monitor & control project performance, respect of the priorities and fulfilment of the objectives, bringing significant problems to the immediate attention of SO-PMSU
- Ensure project teams compliance with all relevant Secretariat values, policies and standards, and statutory requirements
- Work towards building a positive and compelling workplace and team culture
- Maintain a climate that attracts, retains and motivates top quality personnel
- Undertake any other duties as delegated by the SO-PMSU or the Director PPRM

Qualifications and Experience

Education

- Master's Degree from a reputable institution in Project Management, Sustainable Development, Development Studies, Quantitative sciences, Monitoring and Evaluation, and any other related disciplines to Project Management.

Professional Certification

- Specialisation in project management either through academic qualifications or practical hands-on experience

Added Value

- Skills and experience to design, develop and or manage an online Project Management System

Specialised knowledge

- Knowledge of project management methods, systems, principles, techniques, tools, approaches, etc.
- Experience in managing a project management cycle (Initiation, Planning, Execution, and Closure);
- Experience in management of people, resources and plans;
- Experience in developing and or managing of online systems and processes in the field of project management (Project Management Information System (PMIS))
- Knowledge of Result Based Management, and Managing for Development Results Principles
- Knowledge in project planning, scheduling, estimating, logical framework and developing project monitoring and evaluation plans
- Proficient in the use of computers and computer software relevant to the position
- Knowledge of basic notions of budgeting and reviewing a financial report (Income Statement, Trial Balance, Accounts, Payables, Assets, etc.

Experience

- At least 10 years of professional experience in project management within a public sector, private entity or social sector;

- Minimum of 5 years in a line management position as a project manager or a programme manager;
- Experience of working with multiple stakeholders, including governments, non-state actors and regional or international organisations;
- Experience in project design (including result chains, Outcome Mapping and the Logical Framework Approach);
- Experience in writing and reviewing project management reports
- Experience in project control and proposal development.

Skills Requirements

- Project Management skills
- Developing systems and processes skills
- Change management skills
- Training skills
- Communication and presentation skills
- Conflict management skills
- Decision-making skills
- Interpersonal skills
- Financial management skills
- Analytical skills
- Leadership skills
- Mentoring and coaching skills
- Negotiation, persuasion, advocacy, networking and relationship building skills
- Organisational skills (planning, budgeting, work prioritisation, time management)
- Research, analytical and problem-solving skills
- Team building skills
- Report writing skills

Competency Requirements

- Project management competencies
- Capable of maintaining quality whilst working under pressure and adhering to deadlines
- Apply interpersonal styles/methods to develop, motivate and empower individuals toward achievement of goals
- Professionalism and adherence to good work ethics
- Results and performance driven
- Question conventional approaches and encourage new ideas and innovations for progress
- Capacity to motivate and influence people positively, and create a climate where people want to do their best
- Conceptual and practical thinking
- Customer focused
- Decisive
- Demonstrated ability to present and win support for ideas in an international or multi-cultural environment
- Organisational awareness with an understanding of how to engage the organisation to get things done

Ref: SADC/2/3/3

- Maintain confidentiality and is respectful of sensitive situations
- Methodical and organised, and able to look at the big picture without losing the attention to details
- Politically savvy i.e. identify internal and external politics that impact the Secretariat's work, and act accordingly
- Resilience and personal drive, self-motivation
- Visionary, thinks and acts strategically