

JOB PROFILE

1. POSITION DETAIL

CURRENT JOB TITLE	Senior Project Manager: Special Programmes	JOB GRADE	D3 (R 671 970,83)
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Special Programmes		
DATE REVIEWED	02.2021		
LOCATION	Rosslyn		
EMPLOYMENT STATUS			
PURPOSE STATEMENT			
Provide professional Project Management services to the Special Programmes and ultimately lead towards the industry's global competitiveness. Furthermore, to plan, direct and coordinate designated automotive supplier development projects to achieve objectives within timeframes and funding parameters, technical requirements, customer expectations, and provide general support to the Department.			
POSITION IN THE ORGANISATION			
2ND LINE MANAGER (2ND LEVEL)	Executive: Industry Development or CEO		
1ST LINE MANAGER (1ST LEVEL)	Departmental Manager: Special Programmes		
POSITION	Senior Project Manager: Special Programmes		
SUBORDINATE (1ST LEVEL)	Project Managers; Junior Project Managers; Project Administrators		
SUBORDINATE (2ND LEVEL)	Trainee Project Managers; Interns; Temps		
SUBORDINATE POSITIONS			
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>			

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2. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Programme Plans</p> <ul style="list-style-type: none"> • Develop Programme plans, • Identify Subprojects, • Identify Resources required • Identify Risks, • Milestones, and • Programme budget 	15%
<p>2. Programme Charters</p> <ul style="list-style-type: none"> • Develop Programme Charter • Identify Client and Stakeholders • Identify Risks, • Programme budget 	5%
<p>3. Programme Execution</p> <ul style="list-style-type: none"> • Implement tasks in terms of the project plan • Oversee resources (staff and any other resources) • Ensure that procurement processes are adhered to and implemented • Manage Programme risk • Manage Programme budget • Programme Administration 	30%
<p>4. Monitor Performance to Plan</p> <ul style="list-style-type: none"> • Track progress and highlight non-compliance • Redefine project timelines • Progress reports monthly, quarterly and annually • Report on project budget (monthly) and highlight variances 	15%
<p>5. Marketing and Sales</p> <ul style="list-style-type: none"> • Develop proposals and feasibility studies on various potential projects • Client Identification and engagement • Brand representation: <ul style="list-style-type: none"> • Industry forums; • Seminars • Marketing of the services • Research 	10%
<p>6. Business Development</p> <ul style="list-style-type: none"> • Develop proposals and feasibility studies on various potential projects 	5%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<ul style="list-style-type: none"> • Identify products, programmes and projects • Identify stakeholders and funders • Client Identification and engagement • Research 	
<p>7. Stakeholder relationship management</p> <ul style="list-style-type: none"> • Communication to stakeholders, funders and clients • Update and feedback regular project information • Visits to stakeholders, funders and clients • Maintain relationships in terms of the SLA and company policy 	10%
<p>8. People Management</p> <ul style="list-style-type: none"> • Manage employees as appropriate within the division to optimise business performance and the service to customers. • Ensure staff have the required skills and experience to execute their tasks. • Conduct Performance Planning Sessions. • Compile the Performance Management documentation in collaboration with the staff member in terms of: <ul style="list-style-type: none"> • Job Profile requirements • Strategic Performance Objectives • Key Performance Areas • Personal Development Plan • Track and monitor performance in accordance with policies and procedures and performance planning documentation. • Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level. • Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary. • Appraise performance at the end of each performance period in accordance with policies and procedures. • Provide feedback to the relevant role players. 	10%
TOTAL	100 %

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3. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none">• Grade 12; Technical Diploma (Logistics/Industrial/Mechanical Engineering)
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none">• Project Management
EXPERIENCE	<ul style="list-style-type: none">• 5 - 7 years in a projects and manufacturing environment;• Experience in a variety of project management environment and projects

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COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
PMBOK	Project Management	Patience
ERP Systems	Logistics	Attention to detail
Lean Manufacturing	Communication	Time management
Industry Understanding	Problem Solving	Ethics
PFMA	Decision Making	Confidentiality
Policies and Procedures	Negotiation	Team-working
Quality Management Systems	Presentation	Structured
Logistics	Computer Literacy	Systematic
PFMA	Business communication	Proactive
	Report writing	Professional
	Facilitation	Business Acumen
	Interpersonal	
	Training	
	Conflict handling	
	Relationship versatility	
	Plan, Lead, Organise, Control (PLOC)	
	Production management	
	Marketing	
	Programme Management	
	Project Management Versatility	

4. OTHER SPECIAL REQUIREMENTS

- Own transport

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B) DECISION MAKING

What are the most regular and complex challenges in the job? Please provide a couple of examples of regular problems that need to be resolved and not ad hoc scenarios or cases. Also indicate how these problems or challenges will be resolved.

- Ensuring Quality of project delivery
- Oversight on Projects to achieve milestones

Please name the resources utilised by the jobholder to solve problems or make decisions, e.g. the internet, manuals, policies, procedures, external resources, etc.

- the internet, manuals, policies, procedures, internal/external resources; diagnostic tools

Please provide the typical planning cycle of the job – macro as well as micro planning, e.g. macro – 3 – 5 years and micro – 1 year. Also provide examples to elaborate on the answer.

- Micro – Annual – Daily
- Macro – Three year

How long will it normally take before the impact of the judgement calls made by the jobholder will be felt in the business?

- Immediate - years

What type of practices, procedures, policies, systems or outputs does the jobholder influence or change in his/her role as a Professional/Technical consultant or specialist – operational, tactical or strategic? Please apply the 60/40 rule and provide examples to elaborate on the answer.

- Operational – programmes and projects
- Tactical – programmes
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C) ACCOUNTABILITY

What type of decisions can the jobholder take within his/her area of accountability and what type of decisions will typically be referred to the direct manager for sign off? Please provide a couple of examples of regular decisions/problem solving or judgement calls and not ad hoc scenarios or cases.

Jobholder accountability

- Operational project decisions
- Within delegated authority

Referral to Line Manager for approval

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D) COMMUNICATION

Please provide examples on the context, range and complexity of subject matters being communicated by the jobholder as well as the context, format and process of communication used to reach the target audience. Please refer to both verbal and written communication.

(Concentrate on issues that make the communication process complex, e.g. communicating information to an audience that is not familiar with the concepts and technology, communicating to an audience that has their own opinions and the subject matter is of such a nature that no single interpretation can definitely be shown to be correct and the jobholder has to persuade the audience under these circumstances of what he/she thinks the best practice is, etc.)

- Verbal – networking, negotiations, presentations, facilitation of discussions, engagement with stakeholders, training, and the like
- Written – Programme and project plans, proposals, presentations – internal and external, reporting, e-mail, network correspondence

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APPROVED BY LINE MANGER

Signature: _____ Date: _____

CONFIRMED BY HR EXECUTIVE

Signature: _____ Date: _____

ACKNOWLEDGED BY INCUMBENT

Signature: _____ Date: _____