

JOB PROFILE

1. POSITION DETAIL

CURRENT JOB TITLE	Junior Project Manager: Incubation Programmes	JOB GRADE	C4 (R 439 097,39)
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Enterprise Development		
DATE REVIEWED	02.2021		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
<p>Provide general support to the Project Manager and Enterprise Development Manager, in promoting services to current and prospective clients; interact with and assist in developing mechanisms to address client needs.</p> <p>Furthermore, to plan, direct and coordinate designated projects to achieve objectives within timeframes and funding parameters, technical requirements, and customer expectations.</p>			
POSITION IN THE ORGANISATION			
2ND LINE MANAGER (2ND LEVEL)	Department Manager: Incubation Programmes		
1ST LINE MANAGER (1ST LEVEL)	Senior Project Manager: Incubation Programmes		
POSITION	Junior Project Manager: Incubation Programmes		
SUBORDINATE (1ST LEVEL)			
SUBORDINATE (2ND LEVEL)			
SUBORDINATE POSITIONS			
<p><i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i></p>			

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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. Project Plan</p> <ul style="list-style-type: none"> • Develop project plans, • Identify Subprojects, • Identify Resources required • Milestones, and • Project budget • Stakeholder sign off of plan 	10%
<p>2. Project Charter</p> <ul style="list-style-type: none"> • Identify Stakeholders • Identify Risks, • Project budget 	10%
<p>3. Task 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 project risk • Documenting and storing evidence of closed risks • Manage project budget on Maconomy • Project Administration • Updating of project scorecards and filing of project delivery evidence • Close out report 	50%
<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 • Report on project budget (monthly) and highlight variances 	15%
<p>5. Support functions</p> <ul style="list-style-type: none"> • Draft proposals and feasibility studies on various potential projects • Prepare draft training material and presentations • Brand representation: <ul style="list-style-type: none"> • Industry forums; • Seminars • Marketing of the services • Research • Project Administration 	10%

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MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
6. Stakeholder relationship management <ul style="list-style-type: none">• Communication to client• Update and feedback regular project information• Visits to clients• Maintain relationships in terms of the SLA and company policy	5%
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 Engineering/Mechanical Engineering)
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none">• Project Management
EXPERIENCE	<ul style="list-style-type: none">• 2 - 3 years in the environment (1 year as a trainee)

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4. COMPETENCIES

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

5. 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.

- Conflicting Priorities between project and business environment;
- Managing relationship by level in the organisation – selling technical specialist skills to higher levels of management (client organisations)
- Deal with conflicting requirements

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, external resources, people

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

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

- Immediate / Monthly / Quarterly

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 – project plan
- Risk based recommendations

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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 task based decisions

Referral to Line Manager for approval

- Refer all others

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, basic negotiations, presentations, facilitation of discussions, engagement with stakeholders, and the like
- Written – operational plans, project plans; presentations – internal and external, reporting, e-mail, network correspondence, reports

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APPROVED BY LINE MANAGER

Signature: _____ Date: _____

CONFIRMED BY HR EXECUTIVE

Signature: _____ Date: _____

ACKNOWLEDGED BY INCUMBENT

Signature: _____ Date: _____