

**JOB SPECIFICATION**

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| **JOB INFORMATION**  **Job Title**: Projects Manager, Print and Digital  **Department**: Projects  **Normal Hours of work:** As business dictates  **Normal place of work**: Parktown, Johannesburg | **Job Classification:** Projects  **Reporting to**: Projects Director  **Job Grade:**  **Last Review:** April 2020 |
| **PRIMARY OBJECTIVE(S) OF THE JOB**  Responsible for the management of the Print and Digital Publishing Projects within the Projects Unit, including all project planning, organizing, staffing, leading, and monitoring project activities, in order to achieve the annual performance plan for the Print and Digital Publishing Unit and support the Projects Director in the achievement of mandate of MDDA. | |
| **MMDA VALUES**  **Integrity**: We are honest, transparent, reliable, fair, accountable and responsible for our actions  **Ubuntu:** We are empathetic, courteous and respectful to our staff and clients alike  **Professionalism**: We are efficient, effective, service delivery orientated, punctual, performance driven and work collectively  **Commitmen**t: We are passionate, go the extra mile, responsive, have a strong work ethic, are consistent and accessible  **Developmenta**l: We are inclusive, open and participatory | |
| **Strategic Implementation**   * Assist the Executive Manager with the Annual Performance Plan and Business Unit Operational Plan   **Team Leadership**   * Implementing the activities of the team * Manage effective communication within the Department * Manage and create a conducive environment for highly motivated and productive staff for the team * Manage Staff performance * Develop work performance standards for both employees and review committees for the team in consultation with the Executive * Planning for the teams’ future needs and operations in consultation with the Executive.   **Budget Leadership**   * Prepares and agree to the annual budget for teams functional and support costs * Authorizes (within agreed financial limits) costs related to Department Operations * Overspending monitored regularly   **Stakeholder Management**   * Communicate with clients and other stakeholders to gain community support for the Print and Digital publishing projects and to solicit input to improve the projects * Liaise with other Executive Management and Managers to ensure the effective and efficient delivery Print and Digital publishing projects. * Communicate with government officials as outlined in funding agreements for the Print and Digital publishing projects.   **Project Cycle Management**   * Manage the project cycle for all Print and Digital publishing Media funding projects. * Evaluate and screen the effectiveness and viability of all projects. * Present and submit the evaluated projects justification reports to the Projects Director for 1st review and the board approval process. * Coordinate the project adjudication process, including the presentation of recommended Print and Digital Media projects to the Projects Committee and board subcommittee. * Communicating the results of Board adjudication outcomes to the relevant parties. * Initiate the start-up process, including the signing of approval documents and the service level agreements with the suppliers for the approved projects. * Handover of the approved projects to the Strategy, Monitoring and Evaluation Unit, for the project implementation and monitoring. * Conduct Grant Orientation and Training workshops with representatives of the Projects. * Provide support, as requested by the Strategy, Monitoring and Evaluation Unit, in the assistance with the monitoring of the project implementation and execution.   **Reporting**   * Develop reports on the project application process for both recommended and declined projects to Project Director * Develop reports on the projects submitted to the Board for Approval. | |
| **PLANNING AND DEVELOPMENT**  Work plan, Project cycle | |
| **HUMAN RELATIONS**  Team-player  Motivator- relationship with colleagues, works well with other employers and can achieve results | |
| **CUSTOMER RELATIONS**  **Internal** –Projects Manager, CFO, Risk and Specialist. | **External** – External Clients |
| **CONTINUOUS PROFESSIONAL DEVELOPMENT AND UPGRADE**  Project Management | |
| **QUALIFICATIONS AND EXPERIENCE**  Bachelor’s degree in Communications /Journalism/ Social Sciences and other relevant qualification.  5 Years’ in media environment, project management and community development experience. | |
| **Leadership Competencies**  Resource Management; Results Management; Planning and Organising  **Behavioral Competencies**  Relationship Building; Analytical Thinking; Achievement Orientation; Client Focus  **Technical Competencies**  Legislation Policies, Procedures and Standards; Enforcement; Business Perspective; Project Management | |
| **SPECIAL REQUIREMENTS** | |

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| **Reviewed By:** |  | **Date:** |
| **Approved By:** |  | **Date:** |
| **Last Updated By:** |  | **Date:** |