

Job Title:	Temporary Term: Project Manager- Digital Ambassadors Programme: 6 months contract
Organisation:	NEMISA
Department:	Office of the Chief Executive Officer
Location:	Gauteng Parktown
Salary Range:	Grade 10
Upward Reporting Relationships:	Chief Executive Officer
Reference Number:	NEM10/13/08/2019

MAIN PURPOSE OF JOB

The digital ambassadors programme aims to train selected volunteers who are unemployed, underemployed, women and people with disabilities. To ensure that all required projects and strategic initiatives within scope are prioritised, planned, resourced, scheduled and managed correctly to ensure that timelines are met. Develop and maintain effective business relationships throughout NEMISA. Collaboration with all relevant stakeholders/business units is critical to success. Once projects are allocated it is important to prioritise them using the agreed methodologies.

Project Overview:

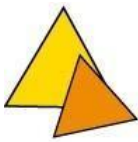
As part of fulfilling its mandate, NEMISA is seeking to implement a project which will enable a broad reach into outlying areas and facilitate access by and active participation of communities therein in the national digital skills development initiatives.

This project will involve engaging and equipping facilitators (digital ambassadors) from earmarked communities as a vehicle to the achievement of the project objective.

NEMISA is therefore seeking an experienced and committed professional to lead and manage this initiative on its behalf. Initially, the focus of the project manager will be to conceptualise the project using own experience as well as knowledge from NEMISA and its existing and potential partners.

JOB OBJECTIVES

- Conceptualise, implement, execute and finalise the RSA Model of the Skills Ambassadors Programme. Upon approval of the model, develop an implementation plan with clear deliverables, timeliness, delivery agents and budget
- Provide hands-on support to EXCO and the Board of NEMISA
- Scope and develop the programme implementation frameworks, policies, guidelines, processes, tools.
- Develop terms of reference for and contract implementing agents
- Determine the potential value the project will add to the business and the clients
- Finalise prioritisation of projects which will be presented to EXCO in order of priority for approval to go-ahead
- Understand the scope of what needs to be delivered and translate these into project plans and schedules
- Plan and control projects schedules (plans) with relevant stream leads, business analysts and delivery partners
- Control project quality with relevant stream leads, business analysts and delivery partners.
- Control project scope with the relevant committee and stakeholders



- Manage project risks, incidents with relevant stream leads, business analysts, relevant committee and stakeholders
- Ensure that governance structures and processes are followed
- Provide consolidated weekly and monthly reports on assigned projects
- Establish, manage and maintain relationships with all stakeholders with regard to ongoing projects
- Manage and overcome obstacles independently or utilising influencing and problem-solving skills and leveraging stakeholder relationships
- The manager will be expected to establish and work with a project team inclusive of internal staff, COLABs and partners, through the CEO, present to the relevant stakeholders on the above-mentioned deliverables-in the PAAC.

Education: Formal Qualifications

Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.

Level of Education:	<p>Minimum:</p> <ul style="list-style-type: none"> • National Diploma in Project Management/ Public Administration/ Management or equivalent qualification. 	<p>Ideal:</p> <ul style="list-style-type: none"> • Bachelor's Degree in Project Management/ Public Administration/ Management or equivalent qualification.
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Job related Work Experience

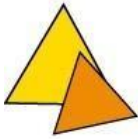
Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the job training, internships and learnerships are incorporated within this category.

- Minimum:**
- 3 to 5 years' experience in Project Management
 - 3 years' experience in applying various methodologies
 - 3 years' experience in business-driven projects
- Ideal:**
- 5+ years' experience in Project Management
 - 5+ years' experience in applying various methodologies
 - 5+ years' experience in business-driven projects

Job related Knowledge

Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.

- Understanding of the digital skills development landscape and the fourth industrial revolution phenomenon
- Knowledge of The Public Finance Management Act (PFMA) and Treasury Regulations • Knowledge of various project management methodologies
- Report writing
- Ability to produce clear, concise and accurate documentation
- Ability to coordinate and drive strategic activities
- MS Office and SharePoint



Competency requirements

- Ability to design or conceptualise a programme using a systematic approach
- Leadership skills
- Solid project management skills
- Advanced computer skills
- Ability to work independently and with a team
- Negotiation skills
- Prioritisation skills
- Detailed focus

Important note:

- Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to: projectmanager@nemisa.co.za
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **19 August 2019** (16:30 pm).

We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.