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PROJECT MANAGER
TOTAL COST TO COMPANY: R 589 117.11 - R824 763.96

GRADE: P6

6 Months Contract

The above-mentioned position is available in the Office of the CEO Department at Robben Island Museum. The purpose of the job of the Project Manager is to oversee projects from start to finish, communicate with stakeholders regarding the status of the project and supervise staff and ensure successful completion of projects on time.

Duties and Responsibilities:

- Identifying project goals, needs and scope;
- Planning, monitoring and documenting tasks throughout a project;
- Ensuring all tasks, deliverables, and project materials are delivered promptly;
- Managing all resources necessary for project execution;
- Fostering effective communication with stakeholders concerning project status;
- Foreseeing and strategically eliminating blockers and potential risks
- Documenting each step of the process using various project management tools
- Ensuring top quality results and success for a project
- Lead and manage the team
- Ensure stakeholder satisfaction
- Evaluate project performance
- Manage project risks, including the development of contingency plans
- Applying change control and configuration management processes
- Reporting through agreed lines on project progress
- Adopting and applying appropriate technical and quality strategies and standards
- Managing project administration.

Minimum Qualification Requirements

- Post graduate Diploma in Project Management or equivalent (NQF 8).

Work Experience:

- Minimum 5 years' experience in coordinating and managing complex event projects, either in the private or public sector, using an established project management methodology of which at least 3 years' experience must be at management level

Required Skills, Competencies and Attributes:

- Management and leadership skills
- Computer literacy
- Problem solving and analytical skills
- Report writing skills
- Ability to be an innovative leader
- Facilitation skills
- Valid driver's license
- Decision making
- Financial Management
- Organization and Time management
- Motivation and Team management
- Communication skills
- Negotiation skills
- Planning skills

RIM is an EE, AA, employer, RIM reserves the right not to make an appointment if suitable candidates are not found. Forward a detailed CV and ID only as well as contactable referees, to Recruit3@robben-island.org.za using the subject line "**PROJECT MANAGER 04/2024**" by no later than 24 April 2024. Note: If you do not hear from us within 30 days, please consider your application unsuccessful.