

- Reference #: DBN002667/YD
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9 Oct '20

Project Manager (36 month contract)

Apply

NGO, KwaZulu Natal Durban

R 25 000 - R 28 000 Monthly

Project Manager, 3 year contract. To steer and manage a highly sensitive project requiring the utmost level of sensitivity, humanity and maturity. This role requires an individual with an open mind and the ability to embrace a multi cultural environment, focusing on the topic of migration of individuals within Africa. An impactful project which is aimed for betterment of South African culture.

The candidate must have the following:

- Project management experience within a community driven nature which includes:
 1. Regular process report writing
 2. Overall project report writing
 3. Coordinating project team members in executing their duties
 4. Convening project team meetings with project management team regularly
 5. Liaising between the organisation and project stakeholders
 6. Coordinating project activities
 7. Conducting preliminary project consultation meetings with project stakeholders
 8. Writing regular progress reports to project Manager
 9. Regular managing and tracking of budget for line project activities
 10. Facilitating information flow among project team members
 11. Develop project tools to assist in various aspects of the project such as data collection
 12. Must have drivers licence
 13. Must be proficient in Zulu
 14. Must have experience in workshop and community dialogue facilitation
 15. Must have published 1 article in a peer- review
 16. Must have experience in monitoring and evaluation processes
 17. Must have a relevant education such as Communicity Development/Social Sciences or similar

Must be available IMMEDIATELY