



Project Manager: Community Projects

The Community Development Project Manager is an enthusiastic, dynamic individual who is passionate about community-based projects that improve the lives of all people who live, work, learn, and play in the communities we work in. The ideal team member has a strong work ethic, ability to work autonomously and collaboratively, is highly organized, has a proven track record of working effectively with diverse populations, and has excellent oral and written communication skills. This position is a senior position that will support the end to end Management of Cultiver's Community Projects related to mining communities.

KEY RESPONSIBILITIES

- Managing the project execution schedule, cost and scope maintaining accountability throughout the project for funds allocation, schedule and scope changes.
- Effectively managing risks to the project, communicating risks to relevant stakeholders, and identifying solutions.
- Designing and implementing PM systems that improve project outputs and team efficiency.
- Integrating the services provided by all relevant project team members across the organisation to ensure that the full scope is delivered successfully within the manpower and budget requirements.
- Keeping project stakeholders informed on progress and aligned throughout the course of the project providing timely communication to stakeholders.
- Driving decision-making to ensure the project moves forward, minimising delays and setbacks.
- Monitoring and ensuring adherence to legal requirements, policies, procedures
- Ensuring that the delivery of the scope of work is consistent with the statement of requirements and the business objectives for the Project.
- Monitoring the delivery of the Project to ensure that deviations from the plan are adequately managed and communicated and rectified.
- Reporting on progress, status, risk and issues of these Projects.
- Compiling inputs for the subsequent annual budgets.
- Taking part in the strategic planning of Cultiver Exco – with project relevant inputs
- Contributing to the continuous improvement of the Project Management function at Cultiver

QUALIFICATIONS

- B Degree in commercial, development, political or related fields
- Project Management Qualification would be advantageous.
- At least 3 years' experience in Project Management with demonstrated ability in successful project administration, coordination, and management.
- Any PM certifications an added advantage
- Drivers Licence – travel is a requirement as projects are based in communities.
- Experience with Share Point or other project management tools will be an added advantage.
- Experience in renewable energy projects and or mining community projects, an advantage
- MS Projects or similar project schedule package training.
- Excellent interpersonal, facilitation and conflict management skills.
- Excellent communication, planning and organizing skills.
- Highly organized, self-motivated and attention to detail

WORK ENVIRONMENT

Cultiver centers the community in all our work. Therefore, an ideal candidate is flexible to respond to the needs of the community in terms of where work is performed and when. A typical schedule is a blended model with days in-office, in-community, and with the option to also work remotely.