



WE ARE HIRING

Job Title	:	Programs and Projects Director
Reporting to	:	The Chief Executive Officer
Location / Branch	:	21 Pomona Road, Kempton Park, 1620
Contract Duration	:	Fixed-term contract for 1 year with an option to extend

Job Purpose

The Green Development Foundation seeks to establish the key role of a Programs and Projects Director to undertake overall management and delivery of all Projects and programs in line with GDF Partners, Donors and Clients' contractual obligations. The incumbent shall be charged with the responsibility to develop programming strategy and efficient implementation plans for Programs in accordance with set timelines, deliverables, and budgets. The candidate should have vast experience in both environmental and agricultural activities.

Detailed and meticulous planning is a critical part of this role and requires a high level of discipline, management, and leadership to ensure the successful execution of projects. To manage the performance of all staff within the division through clear work plans and ensure that they meet the outcomes required in their specific roles.

Duties and Responsibilities - Key Responsibilities

- To develop the division's strategy and ensure the implementation of projects and programs in accordance with set timelines and deliverables.
- Collaborate with the office of the CEO in the provision of required resources to facilitate the execution of projects and or programs.
- Ensure compliance with any available legislature during the implementation of projects and or programs.
- Establish clear systems to facilitate the efficient implementation of projects and or programs.
- Develop, allocate, and manage the Division's budgets and implement cost-saving initiatives.
- To lead a team of professionals and manage their performance ensuring they meet the outcomes required in the specific roles.
- Prepare monthly and/or quarterly reports for both internal and external consumption by stakeholders.
- Capitalise the use of interdepartmental SLAs to enhance internal efficiencies.
- Work together with the SHEQ manager in enforcing safety systems, standards, policies, and procedures in all the Foundations operations
- Identifying, planning, and implementing training and development needs in the division.
- Identifying risks and providing mitigating solutions on a proactive basis
- Attend critical stakeholder engagements or meetings both internally and externally ensuring such are accurately documented for future reference.
- Manage and execute any other duties and responsibilities allocated by the CEO.

Essential Characteristics Required for this Position - Education and skills requirements:

- Bachelor's degree in agriculture, Environment Management, or equivalent.
- 5-9 years of related experience.
- Project Management Qualification is an added advantage.
- Work Experience in a Project Management
- Experience in managing staff and implementing policies and procedures.
- Highly developed interpersonal skills.
- Knowledge of labour laws.
- Ability to show initiative, recognise emerging problems and proactively develop solutions using methods such as systems thinking.
- Demonstrable mastery in the extensive use of Microsoft Word, Excel, PowerPoint, and MS Projects, and experience in developing market research and business cases for new strategies.
- Proven ability to negotiate.
- Experience with the design and implementation of business development strategy in a fast-paced environment.
- The ability to self-motivate and motivate a team.
- Ability to establish credibility and effectively interact with clients, including all levels of senior leadership.
- Must have a valid driver's license and own transport.
- Must be willing to travel, as the need arises.

Please submit your application together with your qualifications and proof of personal writeup to jobs@gdfsa.org by 31 July 2023.