

<p style="text-align: center;"><b>CONSULTANCY – SHORT TERM PROJECT MANAGER ROLE</b> <b>TERMS OF REFERENCE (3 months)</b></p>
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**Responsibilities of The Project Manager**

- Determine and define project scope and objectives
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Prepare budget based on scope of work and resource requirements
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement

**Qualifications for the role**

- A Bachelor's degree in computer science, business, or a related field (preference will be given to MBA holders)
- 5-8 years of project management and related experience
- Project Management Professional (PMP) certification preferred
- Proven ability to solve problems creatively
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful
- Proven ability to complete projects according to outlined scope, budget, and timeline

**HOW TO APPLY:**

- Please submit a cover letter and CV (max 2 pages) to [recruitment.sa@forafrika.org](mailto:recruitment.sa@forafrika.org) by 31<sup>st</sup> May 2023.
- Applications will be reviewed on a rolling basis and only successful candidates will be contacted.
- Late applications and candidates who do not comply with the above requirements will automatically be disqualified.
- Correspondence will be limited to short-listed candidates only. If you do not hear from us within one month of the closing date please consider your application as unsuccessful