



Job Profile

November 2021

1. POST INFORMATION

Post Title	Project Manager: National Campaign on Social Cohesion, Harmony, and Healing.
Component	Commissioners' Programme (office of the Deputy Chairperson)
Location	Head Office - Braamfontein
Post Reports To	Deputy Chairperson Chohan
Job Evaluation Outcome Confirmed Grade:	Level 11

2. JOB DESCRIPTION

The project manager will be expected to carry out the following duties:

- a) Developing a stakeholder mapping document, strategy and plan (action outcome)
- b) Coordinating consultations under the campaign.
- c) Record and consolidate the information emanating from all consultation into usable information to inform the conceptual framework
- d) Drafting a stakeholder consultations report
- e) Draft resource requirement/financial proposal document for phase 2 and three of the campaign by the end of March 2022.
- f) Seek avenues that the Commission may source such resources.
- g) draft conceptual documents for the campaign and its implementation/action plan by end of March 2022.

- h) drafting letters related to campaign.
- i) Setup a technical internal group to assist in the development of framework document.
- j) Updating the deputy chairperson on progress made on an ongoing basis.
- k) Drafting administrative reports for CSOM and other internal reporting requirements.
- l) Drafting a Monitoring and Evaluation Framework for the entire project
- m) Indicators and targets for outer year 2022 (for discussion in our Strategic and Operational Plans)
- n) Creating a repository of information gained during the campaign.
- o) Development of communications strategy, consultations and content

3. REQUIREMENTS SOUGHT

The project manager should have a relevant undergraduate qualification with a background in managing projects and campaigns of this sought. The project manager should be:

- a) Able to work alone i.e. self-motivated
- b) Mature and able to communicate with persons in senior persons/ eminent persons
- c) Able to write well
- d) Highly organised
- e) Follows instructions easily
- f) Professional
- g) Articulate
- (h) must have experience in event organising and or conceptualising campaigns/projects.