

THE COMPANY

Established in 1998 and today with offices in both Windhoek and Cape Town; we provide a spectrum of human resource management services primarily within three core fields, namely Recruitment, Organizational Development and HR Project Management. Working in concert, these activities we believe serve both individuals and organizations; guiding them on a path of meaningful transformation, development and results delivery. Through our dedication to service excellence we continually aspire to be the niche brand of choice in the industry. Our clients are our business partners with whom we strive to forge mutually beneficial longterm relationships and their customer satisfaction rating is what we measure our success and continued existence against. The fulfillment of our social responsibility forms an integral dynamic of our business values. Most of our clients are industry leaders in fields such as health, service, mining, insurance, aviation and media. At this stage of our development and growth, we seek a suitably qualified and experienced team player to fill the following position and to share in our philosophy.

Project Manager

THE POSITION

The core focus of this position is to lead the planning and implementation process of the projects in accordance with pre-determined key deliverables, mutually agreed deadlines and within the budget. This includes acquiring and managing resources and coordinating the efforts of team members and third-party contractors or consultants in order to manage projects effectively. Furthermore, the Project Manager will be involved with defining the project's objectives and oversee quality control through all phases of the project. Build, develop and grow any business relationships vital to the success of the project. Your role as a manager will also encompass coaching, mentoring and motivating project team members and contractors and influence them to take positive action and accountability for tasks assigned to them.

Key Areas of Focus

- **Project Management:** Responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring alignment to company strategy, commitments and goals.
- **Project Accounting:** Assists the Accountant with managing project budgets and ensures timely and accurate invoicing.
- **Planning:** Defines project scope, goals and deliverables that support business goals in collaboration with executive management and stakeholders. Develops full-scale project plans and associated internal and external communication documents.
- **Advisory function:** Provides technical advice and support to staff and management to ensure quality control and ensure that high standards are met. Suggests areas for improvement in internal processes along with possible solutions and leads internal teams.
- **Quality Assurance:** Develop quality assurance and target settings and ensures that high standards of excellence are maintained throughout the project implementation process.
- **Liaison:** Liaises with all project stakeholders on an ongoing basis and constantly nurtures and improves relationships with key accounts/ stakeholders, key prospects and new business.
- **Directing, Guiding and Motivating staff:** Guidance and direction to staff including setting performance targets/ standards and monitoring performance.
- **Leadership:** As a senior team member, creates and sets goals, which integrate the diverse needs of the group and motivates individual team members to perform optimally by creating the ideal climate that promotes productivity, creativity and standards of excellence.
- **Budgetary Control:** Assist with budgetary preparations and monitors all expenditure monthly and quarterly against the approved budget as well as control costs for all divisions through the various internal administration and control processes.
- **Financial management:** Identifies appropriate cost saving measures, with due regard to the company's image, production targets and relevant international requirements and assists the Accountant to ensure the company's full compliance with financial regulations.
- **Staff Management:** Establishes objectives with subordinates and guides them in achieving high administrative standards and competence in dealing with tasks and assuming the overall coordination of project

staff. Deals with disciplinary matters and guarantees staff adherence to monthly accounting schedule.

THE PERSON

Minimum requirements

- At least a Bachelor's degree in Commerce or an equivalent business discipline or Engineering. A post-graduate qualification will be an advantage.
- At least five years experience in a management capacity and direct work experience with project management will be an advantage.
- Strong familiarity with project management software.
- A critical thinker with very strong problem solving skills.
- Experience of working both independently and in a team-oriented, collaborative environment is essential.
- Ability to communicate with ease by displaying the ability to read communication styles of team members and contractors who come from a variety of disciplines.
- Ability to competently provide leadership.
- Ability to analyze financial data and prepare narrative reports, statements and projections.
- Sound knowledge of administrative systems and procedures.
- Language skills: Should be fluent in English and able to communicate with internal and external stakeholders in an unambiguous manner (verbal and written).
- Computer Literate (MS Excel, MS Word, MS PowerPoint).
- Namibian Citizenship.

Competency requirements

- Demonstrates exceptional supervisory/leadership capability coupled with strong interpersonal effectiveness and conflict resolution aptitude.
- Strong administrative skills and procedural control.
- Conceptual, with strong analytical and evaluative skills.
- Commitment to standards of excellence and continuous improvement.
- Natural problem-solving skills and high stamina to effectively operate in a fluid environment.
- Detail-oriented, accepts responsibility, takes initiative and can work independently.
- Must be able to cooperate across departmental lines and resolve differences in the interest of efficient workflow.
- Can ably multi-task and maintain a composed department under pressure.
- Plans and carries out activities in an orderly and well-structured way.
- Prioritizes tasks, uses time in the best possible way and works within appropriate policy and procedures.
- Works effectively as a team member and helps build relationships, thereby actively helping and supporting others to achieve team goals.
- Demonstrates a hands-on approach to work in general.
- Accountable for own actions and for sorting out issues or problems that arise.
- Excellent organizational and time management skills.

INTERESTED ?

Our client offers an attractive package commensurate with qualifications and experience. The closing date is 12 August 2011. Kindly forward your CV for the attention of the Project Co-ordinator **Mr. Shiwana Ndeunyema**, to shiwana@potentia.com.na; please note that only electronic CV's will be accepted.

All applications will be handled exclusively by Potentia and all selected candidates will be required to undertake an assessment test.



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