



# SABCOHA

SA BUSINESS COALITION ON HEALTH & AIDS

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HEALTHY WORKPLACES SHAPING HEALTHY COMMUNITIES

## **Project Manager: COVID-19 Response**

### **Background**

The COVID-19 pandemic is rapidly spreading across the globe and threatens to derail HIV, TB, and malaria programs, overwhelm community and health systems and cause significant morbidity and mortality. To mitigate the impact of the pandemic on the three diseases and support health and community systems in the Republic of South Africa, SABCOHA will be implementing COVID-19 response focusing in two Metros i.e. Buffalo City Metro and eThekweni Metro. The main focus of this program is provide support to the Informal Traders in these two metros. This post requires someone who resides either in the Eastern Cape or Kwa-Zulu Natal province. This will be a 9-12 months contract in line with the duration of the grant

### **Responsibilities**

- Participate in project design meetings and propose improvements if necessary
- Evaluate potential problems and technical hitches and develop solutions
- Plan and manage team goals, project schedules and new information
- Supervise current projects and coordinate all team members to keep workflow on track
- Manage project-related paperwork by ensuring all necessary materials are current, properly filed and stored
- Direct project correspondences by preparing and reviewing project proposals, memos, meeting minutes and emails
- Communicate with clients to identify and define project requirements, scope and objectives
- Adhere to budget by monitoring expenses and implementing cost-saving measures

## **Skills and qualifications**

- Good communication and interpersonal skills capable of maintaining strong relationships
- Strong organizational and multi-tasking skills
- Excellent analytical and problem-solving abilities
- Team-management and leadership skills
- Documentation management and ability to use project management tools
- Attention to details even under pressure
- Time management skills with the ability to meet deadlines

## **Experience**

We are looking for a seasoned Project Manager with 5-10 years' experience in project management.

## **Education**

A three-year bachelor's degree or diploma is a mandatory requirement for this job. Further training on project management and development procedures will be an additional requirement

Interested persons need to submit a brief CV along with a Cover Letter and certified copies of certificates and ID to [sabelo@sabcoha.co.za](mailto:sabelo@sabcoha.co.za).

A consultant will be in touch if you are shortlisted for the position.

Please consider your application unsuccessful should you not have been contacted within 2 weeks of the closing date.

## **Closing date**

16<sup>th</sup> October 2020