

POSITION AVAILABLE

PROJECT MANAGER

CONTRACT TYPE: PERMANENT, 20 HOURS PER WEEK

LEVEL: INTERMEDIATE TO SENIOR

LOCATION: OBSERVATORY, CAPE TOWN

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE AND COMMON GOOD POLICIES

THE OPPORTUNITY

Common Good seeks to employ a part-time Project Manager to join our Early Life Team to support its programme, Sikunye. Sikunye focuses on inspiring, equipping, and supporting churches in caring for families with children in their first thousand days of life (from conception to two years). Over 1,200 churches have committed themselves to caring for families.

As the Project Manager, you will be a vital bridge between the Programme Lead, team members, and internal and external stakeholders. Your role is to ensure high levels of communication and collaboration within the Early Life Programme. You will oversee and coordinate people and processes to ensure projects, events, and workshops are delivered on time and achieve the desired results.

YOU'LL THRIVE IN THIS ROLE IF...

- You are passionate about seeing children get a strong start to life.
- You are driven, organised and able to manage projects from start to finish.
- You are confident in communicating with church leaders from different denominations.
- You have a deep passion for the local church to succeed.

KEY RESPONSIBILITIES

The successful individual will be responsible for the following duties, which are not limited to:

1. Events and Workshops:

- Coordinate logistics and engage stakeholders to ensure seamless event and workshop execution. Develop and implement event run sheets and program details. This includes in-person events, WhatsApp, Zoom and hybrid events.

2. Calendar Planning and Forecasting:

- Work with the Programme Lead to plan and manage annual and termly calendars for workshops and events. Communicate any changes to relevant stakeholders.

3. Budget Management:

- Oversee budget planning and forecasting, ensuring accurate recording of expenditures and managing month-to-month budgets.

4. Communications:

- Oversee content generation for communications projects per the social media strategy and liaise with the Communications Team.

5. General Project Management:

- Ensure projects are delivered on time and within scope and budget. Develop detailed project plans and improve systems for greater efficiency.

6. Monitoring and Evaluation

- Generate summary reports using existing monitoring and evaluation systems

Perform other related duties as required.

BEHAVIOURAL ATTRIBUTES

- Able to make things happen and take action timeously.
- Has a high determination to get things done.
- Able to be flexible and adaptive while keeping focused on critical objectives.
- Able to clarify details and check outputs for accuracy and completeness.
- Able to effectively assign responsibilities and follow up on action items empoweringly.
- Able to influence and guide others.
- Able to build rapport with the team and internal and external stakeholders.

SKILLS REQUIRED

- Excellent attention to detail and accuracy.
- Strong written and verbal communication skills.
- Solid organisational and coordination skills with the ability to multitask.
- Excellent problem-solving, analytical and strategic skills

MINIMUM REQUIREMENTS

- 2-5 years of Project Management experience
- It is essential that the Candidate is fluent in English and has a good understanding of Afrikaans
- Proficiency in MS Office (including Teams and Planner), excellent attention to detail, strong communication skills, and the ability to multitask
- High determination to get things done, flexibility, strong problem-solving abilities, and the capability to build rapport with team members and stakeholders
- Is an active church member who lives out Christian faith-based ethos
- Willingness to contribute to the values and ethos of Common Good is essential
- A driver's license is essential. Own transport is advantageous

APPLICATIONS

To apply, please send a motivational *cover letter*, your CV, two recent work references, and the "consent by job applicant" form by **Friday, 23 August 2024**.

TO: applications@commongood.org.za

REF: Indicate the job title in the subject line.

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within one month of submission should deem their application to have been unsuccessful. We reserve the right not to fill the position.

OUR MISSION

Common Good is a **faith-based development organisation** that supports grassroots transformation. At the heart of our mission is the belief that **God cares deeply for South Africa** and desires to see a groundswell of mercy and justice in action here. Through **strategic alliances** with churches, NGOs, organisations, schools and government, we cultivate **ecosystems of hope** that show that a shared, brighter future is possible for South Africa. We don't just build solutions; we craft **sustainable, research-driven initiatives** at **critical life stages** that are both **scalable** and **replicable**, with **proven impact**.

OUR PURPOSE

Empowering South African communities through collaborative partnerships and evidence-based initiatives, guided by our faith-driven commitment to mercy, justice and the realisation of a shared brighter future.

OUR VALUES



CONSENT BY JOB APPLICANT

APPLICANT FULL NAME AND SURNAME:

("Candidate")

This consent is provided by the Candidate in consideration of the obligations imposed by the *Protection of Personal Information Act, 2013 (POPIA)*. The Candidate acknowledges that he or she is free to refuse this consent. However, as a result of his or her refusal, the Candidate's application for the relevant vacancy will not be considered any further. The Candidate consents as follows:

Protection of Personal Information

1. The Candidate hereby consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by Common Good Foundation ("Common Good") for the purposes of consideration of the Candidate in the recruitment process for which he or she has applied, and all further legitimate organisational purposes related thereto.
2. The Candidate hereby further consents to the collection, processing, and further processing of his or her personal information and/or special personal information, as defined by POPIA by a supplier of Common Good where external recruitment specialists, verification agencies, and/or human resource consultants are utilised, and all further legitimate organisational purposes related thereto. The Candidate consents to Common Good sharing his or her personal information and/or special personal information with such a supplier, alternatively, Common Good is permitted to instruct the Candidate to share personal information and/or special personal information with such a supplier directly and to deal with them directly.
3. Processing may include the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
4. The Candidate undertakes to make available to Common Good all necessary personal information required for the purpose of considering and vetting the Candidate for the particular vacancy in question and to ensure that this information is updated as necessary. Further to this, the Candidate consents to provide Common Good or a supplier (as per above) with any personal information and/or special personal information for the purposes of the recruitment process and its related steps.
5. The Candidate consents to the collection of personal information and/or special personal information from another source other than the Candidate where this is necessary for the purpose described above.
6. For the purposes of this consent, "special personal information" is defined as religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health and medical records, any biometric information of the Candidate; and may include criminal behaviour or records of the Candidate to the extent such data relates to the alleged commission of the Candidate of an offence or any proceedings in respect of any offence allegedly committed by the Candidate or the disposal of such proceedings.
7. Common Good undertakes that it will only process special personal information where it is necessary for a reasonable and legitimate purpose relating to the Candidate's recruitment, the processing/consideration thereof, or an objectively legitimate and related organisational purpose. It is on this basis that the Candidate consents to provide Common Good or one of Common Good's suppliers with special personal information when requested.
8. The Candidate consents to Common Good's retention of his or her personal information and/or special personal information beyond the completion of the recruitment process, as far as is permitted or required by law. Should the Candidate be successful, the personal information and/or special personal information will necessarily be retained for the duration of the Candidate's employment and the Candidate will be provided with separate documentation to deal with POPIA for the employment relationship. Should the Candidate be unsuccessful in the recruitment process, following the completion of the process, Common Good will destroy, delete or de-identify such information as soon as reasonably practicable after it is no longer authorised to retain the information or after the information is no longer needed for the purpose for which it was collected.

SIGNED by Candidate:

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(signature above)

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Date