

MANAGER: STRATEGIC PROJECTS

Fixed-Term Contract 12 Months

An exciting opportunity exists for a Strategic Projects Manager in the Visitor Experience Business Unit at South African Tourism's Head office in Sandton. This position reports to the Chief Quality Assurance Officer. If you possess the required skills, experience and are an energetic team player interested in joining a dynamic organisation committed to developing a better South Africa, we invite you to apply.

Purpose of this position:

The Strategic Project Manager is required to develop a strategy for South African Tourism events strategy, plan and execute on events earmarked for South African Tourism growth strategy.

This position will lead a combination of teams, agency partners, stakeholders from the initial conception of the event to its successful completion. This role requires excellent marketing, event/activation -planning skills along with the ability to define project milestones and deadlines and coordinate both teams and external contractors to ensure a successful and enjoyable event that meets organizational goals and expectations.

Key Outputs:

- Development of South African Tourism's Events Strategy
- Ensuring requisite approval is sought in line with the South African Tourism delegation of authority
- Develop, review, and revise project management processes to ensure all steps are completed in an efficient manner.
- Provide an extremely high level of customer service to stakeholders.
- Manage a highly complex business calendar with a keen sense of prioritization and time management to ensure maximum effectiveness of time use.
- Manage multiple projects of medium-to-large size simultaneously, and their respective project teams of varying sizes, complexity and backgrounds through the entire Project Development Life Cycle. Project teams may include, but not limited to:
 - Agency teams
 - On the ground activation teams
 - Joint Operating Committees
 - Logistics
 - Marketing Teams
 - Stakeholder communications
 - PR & Comms
 - Procurement
- Management of all programs, projects in line with PFMA, South African Tourism policies and frameworks.

- Establish and maintain project plans and project budgets, report progress as required, generate risk assessments, escalate issues, and facilitate project review presentations.
- Manage project management reporting, including tracking each critical step, outcomes and final deliverables.
- Manage a highly complex business calendar with a keen sense of prioritization and time management to ensure maximum effectiveness of time use.
- Reporting analysis and optimisation of events programs including but not limited to:
 - Project program timelines
 - Identification of leading and lagging indicators
 - Optimisation program management of leading indicators.

QUALIFICATIONS AND EXPERIENCE

- Relevant Diploma or Bachelor's Degree in Marketing, Business, Project Management or a related field.
- Project management - experience with project management principles and best practices is advantageous in this role to ensure that event elements are organized and event teams stay on schedule
- Agency/3rd party relationship management - event project managers work with many suppliers/vendors leading up to events. Relationship management and negotiation skills are vital
- Budget management - oversee financial elements of event planning and execution, budget and financial management skills are vital
- Communication skills - effective written and verbal communication is also essential in this role.
- Events/Activation planning - a background in event planning is key in this role, as most events have many elements that need to work together in order to create a positive experience for stakeholders.

KNOWLEDGE AND UNDERSTANDING OF

- Thorough understanding of project management techniques and methods
- Knowledge and understanding of performance evaluation and change management principles.
- Knowledge of project management related software.
- The PFMA and regulations, and other relevant legislation - e.g., the National Strategic Intelligence Act; the National Archives of South Africa Act; the Promotion of Access to Information Act.
- Government priorities and imperatives.
- Performance monitoring, evaluation, and reporting frameworks, systems, and processes.
- Communications and information management legislative requirements.
- Relevant legislation and regulatory requirements namely PFMA, Treasury Regulations and Frameworks on performance information and strategic plans
- All Public Service systems.



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Detailed CV to be sent to : hr@southafrica.net
Closing date : 26 August 2022

Important note:

People with disabilities are encouraged to apply. Due to a large amount of correspondence, we envisage receiving, only shortlisted candidates will be contacted. Should you have not heard from us Four weeks after the closing date, kindly consider your application unsuccessful. No late applications will be accepted.