

NAMIBIA GREEN HYDROGEN PROGRAMME

JOB DESCRIPTION: PROJECT MANAGER

	NAME	DESIGNATION	SIGNATURE	DATE
DEVELOPED BY	Nerago Ndoroma-Ndeitunga	Head: Programme Management	NNN	01 July 2024
APPROVED BY				
INCUMBENT				

It is hereby acknowledged that this job description is a broad indication of the work the job holder is required to do. The jobholder may be required to undertake other duties that can be reasonably expected from him / her, particularly when others are absent from work. No job title or job description can be regarded as a precise specification of duties but should be seen as a guide to main responsibilities.

JOB DESCRIPTION

<p>COMPANY NAME: Namibia Green Hydrogen Programme TITLE OF POSITION: Project Manager</p> <p>NAME OF CURRENT INCUMBENT:</p> <p>DIVISION: Programme Management</p>	<p>NAME OF SUPERVISOR: N. Ndoroma-Ndeitunga</p> <p>TITLE: Head: Programme Management</p> <p>NUMBER OF DIRECT SUBORDINATES: -</p> <p>NUMBER OF INDIRECT SUBORDINATES: Project Dependant</p>	<p>DUTY STATION: Windhoek</p> <p>TYPE OF POSITION: Specialist: x Finance: Administration: Mixed: Clerical:</p>
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PURPOSE AND FUNCTIONS OF THE DEPARTMENT	PRIMARY PURPOSE OF THE POSITION (why does the position exist – to achieve what?)
<p>The primary purpose of this department is to provide fully functional PMO Services to the organization, on a strategic as well as operational level, through offering project management solutions which are aligned with and support the achievement of NGH2P's business strategies.</p> <p>The role of the Programme Management Division is to plan, develop, execute, monitor and close out projects within the Green Hydrogen Programme in Namibia.</p>	<p>To support the Head Programme Management in coordination of all programmes and activities undertaken by the Programme through the implementation and management of assigned projects under the programme, to ensure timely delivery of key milestones and/ or any other duties and tasks as reasonably assigned from time to time. Thus fulfilling the objectives of the green hydrogen strategy.</p>

JOB SPECIFICATIONS

TYPICAL ACADEMIC QUALIFICATIONS	TYPICAL EXPERIENCE BACKGROUND	TYPICAL SKILLS, KNOWLEDGE AND ATTRIBUTES / ATTITUDES AREAS REQUIRED
<p>Bachelor's Degree in Project Management, Engineering, Environmental Science, Renewable Resources or related.</p> <p>Proficiency in Microsoft suite, PMP or Prince II certification as a prerequisite.</p>	<p>Minimum seven (7) years' experience in project management, preferably from the renewable resource industries, of which 5 years of this experience should be at specialised/management level</p> <p>Minimum of 5 years of experience in project management, preferably in renewable energy or related industries.</p>	<p>Skills: Project Planning, Team Management; Stakeholder management, Project management; Analytical, Scheduling, Technical Writing, Risk management; Negotiation; Excellent command of English language; Decision making; Computer literate; Relationship management; Performance management; Prioritising and organising, Numerical and Financial Literacy and Presentation skills. Excellent problem-solving and analytical abilities (risk management, communication management, etc).</p> <p>Knowledge:</p>

	Proven track record of successfully managing large-scale projects.	Strategic Planning; Project Management Principles and Tools, Communication and Stakeholder Management, and MS Office (Word, Excel, PowerPoint), technical knowledge of hydrogen production, storage, and distribution technologies. Strong project management skills with proficiency in project management and analytical software (e.g. MS Project). Attributes / Attitudes: Integrity; Tenacity; Reliability; Professionalism; People orientated; Methodical; Organized; Service oriented; Self Starter; Assertiveness and Independent thinker, strong leadership and team-player, ability to manage and prioritize multiple tasks and projects simultaneously.
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GENERAL		
AUTONOMY	FEEDBACK STRUCTURE	WORK PRESSURE
High Moderate Low	Daily Weekly Monthly	High Moderate Low

KEY FOCUS AREAS / OUTPUTS	KEY PERFORMANCE AREAS	KEY PERFORMANCE INDICATORS	WHY
<i>Project Management</i>	Successful creation and implementation of project documents, plans and key deliverables.	<ol style="list-style-type: none"> Project Planning and Execution: <ul style="list-style-type: none"> Define project scope, objectives and deliverables in consultation with Executive Team under the leadership of Head: Programme. Develop comprehensive project plans, including timelines, resource allocation and budget management. Coordinate, lead and manage project activities to ensure milestones are achieved. Prepare the timetable for the other activities undertaken by the programme in coordination with the relevant unit. Resource Management: <ul style="list-style-type: none"> Identify and manage project resources, including personnel, equipment, and materials. Coordinate with procurement teams to ensure timely acquisition of necessary resources. Monitor and manage project team performance, providing guidance and support as needed. 	<ul style="list-style-type: none"> Effective planning and scheduling are crucial for ensuring that projects are completed on time and within budget. It helps in coordinating various tasks, allocating resources efficiently, and setting clear milestones for progress tracking. Proactively managing risks reduces the likelihood of unforeseen issues that could derail the project. It ensures that risks are addressed in a timely manner, minimizing their impact on project outcomes. Technical oversight guarantees that the project meets industry standards and operates efficiently. It also ensures the integration of the latest

		<p>3. Risk Management:</p> <ul style="list-style-type: none"> • Assist in the design and implementation of appropriate progress and risk reporting framework for the programme. • Identify potential project risks and develop mitigation strategies. • Monitor risk factors throughout the project lifecycle and implement risk response plans as necessary. • Ensure compliance with health, safety, and environmental regulations. <p>4. Stakeholder Communication:</p> <ul style="list-style-type: none"> • Assist in coordinating with relevant stakeholders e.g regulatory bodies and ministries. • Serve as the primary point of contact for project stakeholders, including government agencies, industry partners, and community groups where required. • Prepare and present project status reports, proposals, and presentations. • Facilitate stakeholder meetings and consultations to gather input and address concerns. <p>5. Quality Assurance:</p> <ul style="list-style-type: none"> • Assist in the development of Programme Management unit's policies and procedures in order to ensure all relevant requirements are fulfilled to deliver high quality services. • Establish and maintain project quality standards and procedures. • Conduct regular project audits and quality checks to ensure adherence to standards. • Implement corrective actions to address quality issues. <p>6. Procurement Management:</p> <ul style="list-style-type: none"> • Assist in preparation of procurement documents for approval. • Provide relevant support to Transaction Management Unit. • Prepare the procurement timetable for each project in coordination with the Transaction Management Unit and prepare an appropriate implementation plan. • Assist in providing Project Management input into the drafting, revision and evaluation of legal documents, contracts, correspondence, procurement documents and other related agreements in coordination with Transaction Management. <p>7. Financial Management:</p>	<p>and most effective technologies, leading to better performance and sustainability.</p> <ul style="list-style-type: none"> • Compliance with regulations is essential for legal operation and avoiding fines or project shutdowns. It also ensures that the project meets environmental and safety standards, which is crucial for public and stakeholder acceptance. • Effective stakeholder engagement builds trust and support for the project. It ensures that stakeholders are informed and involved, which can lead to smoother project implementation and greater acceptance. • Quality assurance ensures that the project deliverables meet the required standards, leading to higher reliability and performance. It also helps in identifying and rectifying issues early, reducing rework and associated costs. • Accurate documentation and reporting provide a clear record of project progress and decisions. It ensures transparency and accountability, which are essential for effective project management and stakeholder communication.
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COMPETENCIES REQUIRED TO OPERATE AT THIS LEVEL

Scoring defined as

5 = Essential	4 = Important	3 = Useful	2 = Unimportant	1 = Unnecessary
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COMPETENCY	COMPETENCY DEFINED	SCORING
WRITTEN COMMUNICATION	Writing in an accurate, concrete, clear, concise and understandable way to maximise comprehension of the message.	5
MENTAL ALERTNESS	The competency to understand and appreciate new and often complex issues and concepts clearly.	5
INTEGRITY	The capacity to show consideration and concern; to be honest; to earn the respect of others; to adhere to broad ethical rules and guidelines by showing fairness, impartiality, and congruence in all respects; to reflect and apply moral decency; to be trustworthy, responsible, and reliable; to be committed to basic principles of decency.	5
TIME MANAGEMENT	The competency to organise / plan / manage time and to adequately allocate to and divide time between various tasks / aspects of the work and to be punctual.	5
INTERPERSONAL SKILLS	The Competency to be accepted /to mix/socialise/associate with and to appreciate individuals / groups and their views/needs/ideas.	5
EXCELLENCE ORIENTATION	Displaying pride in and deriving personal satisfaction for achieving results, commitment to uncompromising standards of excellence and continuous improvement and determination or self-discipline in completing what has been started.	5
PROJECT ORIENTATION	Focusing on and relating quality standards to project requirements and conducting all activities to meet these.	5
CONCEPTUAL UNDERSTANDING	The potential or capacity to reason in spatial terms; to see the relationship between parts; to `complete' the picture; to envisage the whole or end-result; to anticipate the outcome.	5
FEEDBACK	The competency to provide frequent feedback in a positive, helpful, and productive manner to reinforce or improve a team or member's approach or contribution.	5