

Advert for the Post of the Project Coordinator (Jane Furse Memorial Project)

Interested applicant please to submit their Curriculum Vitae by email for the attention of the Revd Philip Moseki by email to janefursemf@stmark.org.za by the 20th September 2019 before 12h00 (noon)

The successful candidate will be expected to resume work in January 2020. If you have not been contacted by the 27th October 2019 consider your application to be have not been considered.

Job Description: Programmes, Projects and Facilities Manager (Project Coordinator)

The Anglican Church has been given a marvelous opportunity to build this Historic and famed mission center into a modern center of excellence which will once again serve both the broader and local Christian Community, provide for community needs, in a self-sustaining way and provide religious, economic, social, and health development. Jane Furse is a node which developed around the Jane Furse Mission Hospital, herein referred as the Farm, including 1) Old hospital buildings (known as Jane Furse Farm and Village), 2) the farm, and 3) St Marks College.

The project can be the flagship development project in the Province but it will require commitment, long term planning, and a significant budget and the right person to execute the vision.

The person we seek is a strongly committed Christian with hope, optimism, and courage to lead us into an exciting future in Jane Furse; someone who can turn the vision into reality.

Skills needed for the project coordinator to have include: Communication, Leadership, Team membership, Negotiation, Personal organization, and Risk management.

The incumbent shall oversee the activities of the Farm, Hospital, and the Church interest in the College and report to the Diocesan Board of Trustees chairperson.

The Incumbent will:

- Ω Be an energetic and highly motivated Christian who recognises both Christian mission and has the developmental initiative to turn this very run down 80h of Farm land and obsolete and poor buildings into a viable, community serving project to the glory of God.
- Ω Have the skill and ability to develop, implement, and manage training programmes, service providers, and donor relations. And conduct training and mentor growing community projects.
- Ω Be experienced and passionate about Community Development.
- Ω Be willing to lead and learn and be a team worker with clear personal development aspirations.
- Ω Be familiar with non-profit sector and public sector environments. It would be an asset if the Incumbent had prior understanding and knowledge of the Jane Furse, Sekhukhune and its developmental issues.
- Ω Be able to work on tight deadlines, be competent in using Microsoft applications such as Word and Excel and have exceptional verbal, written and presentation skills.
- Ω A bachelor's degree and experience is required for consideration. Ability to work effectively both independently and as part of a team.

The Incumbent shall under the direction of the Board be responsible for keeping the project organized and running smoothly. You will be expected to oversee the following:

- ❖ The Project Coordinator has overall oversight and overseer of the Jane Furse Memorial Fund. Together with the Board shall develop work plan, Job Description and responsibilities for all employees. The Coordinator will from time to time delegate some of their responsibilities to suitable staff members for implementation.
- ❖ Work with the Diocesan Trustees, JFMF Fund, Parish of Sekhukhune to develop a Vision and follow up implementation of a properly thought out and carefully structured strategic plan for the Hospital site and the Farm.
- ❖ Be able to communicate the Vision to potential funders or investors, by making presentations and through other means of communication.
- ❖ Be able to lead decision making regarding the future of the building environment; which buildings to retain for the most worthwhile purposes, how to change them creatively and most effectively.
- ❖ Together with the Diocesan Trustees through JFMF, recruit, appoint and manage the professionals and consultants required to work on the project
- ❖ Manage the planning, maintenance, finance, and the human resources.
- ❖ Have financial skills necessary to establish the project, plan the long term budget, and manage the income and expenditure.
- ❖ Together with the JFMF Board oversee the recruitment of employees, either temporary or permanent and structure remuneration packages for the individuals working on the project.
- ❖ Manage and coordinate tenants and oversee and monitor agreements entered into with respective tenants.
- ❖ To oversee the process of rental collections and its accounting and any role required of the landlord.
- ❖ To monitor project plans, schedules, work hours, budgets and expenditure, organizing and participating in stakeholder meetings and ensuring that projects deadlines are met in a timely manner.

In addition to keeping the Project organised and running smooth, you will be expected to:

- To maintain and monitor projects plans, project schedules, work hours, budgets and expenditure.
- To organise, attend, and participate in stakeholder meetings.
- To document and follow up on important actions and decisions from meetings.
- To prepare necessary presentation materials for meetings
- To ensure project deadlines are met.
- To provide administrative support to the employees.
- To assess project risks and issues needing attention and to provide solutions where applicable.
- To create a project management calendar for fulfilling each goal and objective in terms of the following:-

1. Maintenance and Review Programme

- a. Infrastructure Monitoring and Improvement including but not limited to Fencing, Roads, and the Farm.
- b. Implement and continually monitor the Electricity, Water, and Buildings Plan
- c. An audit of the buildings on the site and their general state.
- d. Monitor the installation of Electricity meters and when installed their monthly maintenance.
- e. Review a quarterly report on the state of houses and buildings from the site manager.

2. Landscaping

- f. Oversee the employment of a the Ground Staff
- g. Monitor the usage of material purchased and have oversight over them.
- h. In conjunction with the site manager draft work plans for the Ground staff and monitor their performance.
- i. Identify areas of expertise of Ground staff
- j. Commend further opportunities in training or academic studies.
- k. The Coordinator reserves the right to move the staff as per needs of the Village.

3. Oversight on Security

- a. Liaison with the appointed security firm. Assess the performance of the Security Firm and continually feed it with further identified security needs as identified by tenants
- b. Be responsible for monitoring the performance of the Security firm on the site.
- c. Together with the site manager and Security Firm develop access plans, exit plans, and Village monitoring plan.

4. Operational responsibilities in conjunction with the Site Manager

- a. Compile and maintain a record of Tenants, lease agreements, payments, and issue invoices.
- b. Maintain Tenants spreadsheet and payment profile
- c. With the Site Manager initially interview tenants and thereafter draft the Lease Agreement as the parties might have agreed.
- d. Review Lease agreements as to their expiration and enforcing annual percentage increases.
- e. Keep an updated files of employees and their records.
- f. Billing of Tenants

5. Produce monthly the following

- a. Monthly Statements
- b. Reconciliations
- c. Income and Expenditure
- d. Balance Sheet
- e. Petty cash
- f. Cash Flow Statements, etc
- g. The annual budget

6. Monthly report to the Jane Furse Memorial Fund Board Chairperson to include:

- i. Monthly Reporting on 1 – 4.
- ii. Suggest improvements and further actions that needs the attention of the Board.
- iii. A joint quarterly report with the site manager
- iv. An updated report on decisions taken in meetings