



## INTERNAL AND EXTERNAL ADVERTISEMENT

Position	:	Project Manager: Cannabis Industry
Task Grade Level	:	15
Location	:	Head Office
Reporting Line	:	Executive: Integrated Programme Management
Duration	:	5-Year Contract
Start Date	:	As soon as possible
Position advert nr	:	C3

**NOTE: Applicants must please clearly indicate the name and position number on the application.**

### ***Main purpose of the Position:***

To render technical support for cannabis industry development within rural development project management

### ***Minimum requirements:***

#### **Educational**

Post-Graduate degree in Natural, Agricultural, Environmental Sciences or other relevant discipline(s)

#### **Experience**

- 6 years working experience
- 5 years' experience at supervisory level
- 5 years' experience specific to the Cannabis Industry
- 10+ years bast-fibre research including flax and cannabis sativa
- Understanding of industrial and agro-industrial sectors key to the Eastern Cape Cannabis Industry Development
- National and International networks of entities involved in Cannabis Industry Development
- Strong project management experience

**Competencies Required:**

Knowledge	<ul style="list-style-type: none"> <li>• Competent knowledge and understanding of relevant policy and legislation</li> <li>• Competent knowledge of performance management system</li> <li>• Basic knowledge of team leadership</li> <li>• Basic knowledge of supply chain management regulations</li> <li>• Good governance</li> <li>• Basic knowledge of Labour Relations Act</li> <li>• Operational knowledge of field-specific activities</li> <li>• Understanding of ECRDA’s delegation of powers, as well as field-specific roles</li> </ul>
Leading Competences	<p>Assessed <b>Basic</b> or <b>Competent</b> proficiency level on the following <b>leading competences</b>:</p> <ul style="list-style-type: none"> <li>• Strategic Direction and Leadership</li> <li>• People Management</li> <li>• Programme and Project Management</li> <li>• Financial Management</li> <li>• Change Leadership</li> <li>• Governance Leadership</li> <li>• Stakeholder Relations</li> </ul>
Core Competences	<p>Assessed <b>Basic</b> or <b>Competent</b> proficiency level on the following <b>core competences</b>:</p> <ul style="list-style-type: none"> <li>• Moral Competence</li> <li>• Planning and Organising</li> <li>• Analysis and Innovation</li> <li>• Knowledge and Information Management</li> <li>• Communication</li> <li>• Results and Quality Focus</li> </ul>

**Key Performance Areas:**

1.	<p><b>Subject Matter Expert:</b></p> <ul style="list-style-type: none"> <li>• Give professional or technical input and suggestion to the broader ECRDA, and provide direction to staff within the sphere of operation and teams</li> <li>• Convey knowledge to other employees within other operating units and teams, where required or expected</li> </ul> <p>In order to provide subject matter expertise across the ECRDA</p>
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2.	<p><b>Procedure Revision and Documenting:</b></p> <ul style="list-style-type: none"> <li>• Identify and revise or document gaps in standard operating procedures</li> <li>• Identify rooms for discretion or abuse in procedures, and tighten the prescriptive requirements thereof</li> <li>• Make input into delegation framework to maintain effectiveness of procedures, nonetheless the controls required</li> </ul> <p>In order to ensure revision and documenting of procedures for effectiveness, and to curb discretion and abuse</p>
3.	<p><b>Task and Project Management Relationships:</b></p> <ul style="list-style-type: none"> <li>• Work together with project managers to share resources and experience, and to help to improve efficiency and overall performance</li> <li>• Prioritise team tasks, optimise opportunities and avoid potential risks, and concentrate on what is best for the team</li> </ul> <p>In order to ensure harmonious relationship with project managers</p>
4.	<p><b>Performance Management Process Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Determine an appropriate schedule for regular performance conversations with co-workers and employees managed directly</li> <li>• Use the quarterly performance reviews for achievements, setbacks, and then use this information to align goals and development plan for coming year</li> <li>• Deliver regular positive and constructive feedback</li> <li>• Check-in on target or goal progress, offering coaching or assistance, or revise targets or goals as necessary</li> </ul> <p>In order to ensure performance management with co-workers and of subordinates</p>
5.	<p><b>Cannabis Industry:</b></p> <ul style="list-style-type: none"> <li>• Provide business advisory services to help businesses find acceptable locations, obtain the licenses they need, and advise them on other legal matters</li> <li>• Provide skills into managing cultivation facility operations</li> <li>• Oversee harvesting, processing, and distribution of the crop</li> <li>• Promote cannabis extraction technology for skilled laboratory work, extracting cannabinoids that provide the therapeutic qualities consumers seek from cannabis plants</li> <li>• Facilitate skills development into growing cannabis, including managing warehouses and their grow lights; cloning, transplanting, feeding, trimming, and other growing tasks; growth and support of selected cannabis strains, plant optimisation methods, plant waste control; training supervisors and managing a warehouse crew; managing garden scheduling and organisation to minimise expenses; preventing and eliminating moulds, fungi, and pests; and managing harvests; inventory management</li> <li>• Facilitate the legal infusion of cannabis into food, oils, and so on</li> </ul> <p>In order to provide comprehensive cannabis industry development and growth for rural development</p>

6.	<p><b>Project management:</b></p> <ul style="list-style-type: none"> <li>• Determine and define project scope and objectives</li> <li>• Predict resources needed to reach objectives and manage resources in an effective and efficient manner</li> <li>• Prepare budget based on scope of work and resource requirements</li> <li>• Track project costs in order to meet budget</li> <li>• Develop and manage a detailed project schedule and work plan</li> <li>• Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress</li> <li>• Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables</li> <li>• Utilise industry best practices, techniques, quality and standards throughout entire project execution</li> <li>• Monitor progress and make adjustments as needed</li> <li>• Identify and mitigate risks</li> <li>• Measure project performance to identify areas for improvement</li> </ul> <p>In order to ensure the direction, coordination, implementation, execution, control and completion of cannabis industry projects, while remaining aligned with strategy, commitments and goals of the ECRDA</p>
7.	<p><b>Perform any other related duties as instructed by the Executive: integrated Programme Management</b></p>

**GENERAL INFORMATION**

The application, which should as minimum contain a covering letter, CV, certified copies of your identity document, qualifications and drivers licence, must be submitted to [recruitment@ecrda.co.za](mailto:recruitment@ecrda.co.za)

**NB:**

- Without prejudice, correspondence will be limited to the short-listed candidates.
- Further be informed that if you have not been contacted within 1 month of the closing date, please accept that your application was unsuccessful.
- ECRDA is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998)
- ECRDA reserves the right to appoint or not to make an appointment.
- Interviews will be conducted via MS Teams virtual platform, unless stated otherwise
- Administrative enquiries may be directed via email to Sarieta Maasdorp at [maasdorps@ecrda.co.za](mailto:maasdorps@ecrda.co.za)
- Technical enquiries may be directed via email to C. Gardner at [gardnerc@ecrda.co.za](mailto:gardnerc@ecrda.co.za)
- Date of issue: 18 June 2021

**CLOSING DATE:** 29 June 2021 at 12h00 midday. Late applications will not be accepted.