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## **Manager (Projects and Market Intelligence)**

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### **Reporting Line**

The Chief Executive Officer

### **Purpose**

The Manager (Projects and Market Intelligence) will be responsible for the preparation, implementation and monitoring of all projects undertaken by the Mauritius Africa Fund.

### **Duties and Responsibilities**

The Manager (Projects and Market Intelligence) shall:

- (i) plan, manage and monitor all projects developed by the Company through the implementation of project management tasks and practices;
- (ii) design and apply appropriate project management standards;
- (iii) predict, identify and manage project risks, including the development of contingency plans;
- (iv) monitor overall progress and use of resources and initiate corrective action, as and when required;
- (v) report through agreed lines on project progress through highlight reports and end-stage assessments;
- (vi) serve as a point of contact for teams when multiple units are assigned to the same project and ensure team actions remain in synergy;
- (vii) maintain an awareness of potential interdependencies with other projects and their impact;
- (viii) adopt and apply appropriate technical and quality strategies and standards;
- (ix) identify and obtain support and advice required for the management, planning and control of projects;
- (x) conduct project evaluation reviews to assess how well the project was managed;
- (xi) assist the Chief Executive Officer in providing support to the Board of Directors and committees; and
- (xii) perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Manager (Projects and Market Intelligence) in the role ascribed to him.

### **Qualifications**

- (i) A Master's Degree in Civil Engineering or in a related field from a recognized institution, OR an equivalent qualification acceptable to the Board;  
AND
- (ii) At least 5 years' working experience in the field of finance and administration, part of which should be in an organisation operating in a fast-paced environment.

### **Knowledge and Competencies**

- Good analytical and reporting methods and techniques.
- Leadership and time, task, and resource management skills.
- Ability to devise and maintain organizational methods and procedures for the smooth running of the operations.
- Pro-active prioritising, planning, organizing, co-ordinating, monitoring, reporting, and following up.
- Capacity to deliver in a structured way (accuracy, exhaustiveness, method, rigour, punctuality).
- Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
- Ability to function independently in a multi-task environment, as well as part of a team.
- Highly dependable and trustworthy.

### **Salary**

Remuneration package will be negotiable and commensurate with qualification and experience.