

## **streetfootballworld is looking for a Football for Hope Centres Project Manager**

### **Introduction:**

streetfootballworld is a social profit organisation based in Berlin, Germany, that promotes positive change through football. Since it was founded in 2002, the citizen sector organisation has established itself as a leading contributor to the field of development through football. Through the streetfootballworld network, it connects over 70 organisations worldwide that use football to promote social change.

In order to best support the organisation and the streetfootballworld network, streetfootballworld forms partnerships with businesses, social entrepreneurs, international organisations and governments to work in the field of development through football. In cooperation with its network members, streetfootballworld develops approaches for its partners to actively engage in social issues and provides advice on development, investment and business strategies.

### **Scope of Project:**

Together with FIFA, the football world governing body, streetfootballworld leads Football for Hope, a movement that uses the power of the game for social development. One of its aims is to create twenty community centres, called Football for Hope Centres, across Africa with the focus on public health, education and social development through football. The infrastructure of the Football for Hope Centres will consist of a building providing public health services and informal education, office space, space for community gatherings, and a small-size artificial turf pitch (40x20m). The construction will be supervised by FIFA and streetfootballworld and implemented by Architecture for Humanity, a charitable organisation that services communities in need, as well as Greenfields, a leader in the construction and development of synthetic turf systems.

**Position Title:** Football for Hope Centres Project Manager

**Division:** Network and Capacity Development

**Reports to:** streetfootballworld Network Director

**Location:** Cape Town, South Africa, includes frequent travel throughout Africa

**Start:** March 2011

### **Job Overview:**

streetfootballworld is looking for a Football for Hope Centres Project Manager to oversee the Football for Hope Centres project to meet scope, time and budget constraints. The project consists of a structural element (Design, Construction and Legal) and a Programmatic element (Public Health, Education and Capacity Development programmes once the building is complete). This includes coordinating the efforts of team members and third-party contractors effectively in order to deliver according to plan from inception (identifying a Centre Host organisation) to completion of the programmatic framework 3 years after centre opening.

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### **Responsibilities:**

- Establish and implement systems and procedures to ensure all project objectives are met on Structural and Programmatic themes.
- Oversee and coordinate all project development, i.e. construction, implementation, operation and management processes including;
  - Coordination with project partners (funding and implementation)
  - Design consultants and nominated contractors
  - Legal procedures
  - Development through football programme implementation
- Manage key project processes, with particular emphasis on;
  - Partner interface and approvals
  - Value and risk management
  - Consultant, partner, supplier and contractor selection and cost management
  - Overseeing and implementing a procurement strategy
  - Overseeing and implementing a programmatic framework
  - Overseeing the management of different grants
  - Monitoring the activities and performance of all other participants

### **Partner Interface:**

- Initiate meetings with the partners to progress any aspect of the project.
- Provide information as requested to the partners and/or any other participant.
- Initiate and maintain liaison so that the partners are kept fully informed on the progress of the project.
- Communicate the development of the project to all stakeholders through appropriate management processes and procedures including chairing and minuting regular partnership meetings.
- Obtain partner approvals in accordance with the approvals processes

### **Participants:**

- Advise on the need for, and scope of services of other consultants, that may be required.
- Ensure Design Consultants complete the design at each stage in accordance with client consultant procurement process including;
  - Review and analysis of bids and recommendation
  - Drafting and issuing letters of appointment
  - Manage execution of contracts and warranties etc
- Manage the expenditure of consultant's including;
  - Monitoring the fee impact of variations to the scope of services agreed
  - Approval of invoices submitted
  - Monitoring expenditure on fee accounts
- Monitor the performance of all participants and report on a regular basis

### **Processes:**

- Establish procedures to ensure participants;
  - Are familiar with client approvals procedures
  - Prepare all information for sanction in accordance with client requirements

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- Prepare and maintain up to date project directory.
  - Manage value engineering exercises as the design develops.
  - Prepare and update overall project programmes showing all significant activities and events.
  - Execute services in accordance with agreed project programmes.
  - Establish procedures to ensure necessary consultations take place with and approvals are obtained from all authorities with a legitimate interest in the project, with particular reference to; landlord, local authority, national authorities, airport authorities, statutory bodies and public and private utilities.
  - Establish procedures to ensure health and safety legislation requirements are identified and a health and safety plan maintained
  - Supervise a team of up to 10 employees inclusive of Project Managers and a Office Manager.
  - Delegate tasks and responsibilities clearly and effectively
  - Develop and manage effective internal communication
  - Initiate new centre sites
  - Monthly Reports

**Qualifications:**

- Qualification, preferably related to Engineering, Construction or Project Management
- Senior Project Management Experience on the African continent
- Work experience within the NGO sector
- Experience in managing multi-stakeholder projects
- Development through football know-how (NGO programmatic themes) required
- Fluency in English and good knowledge of French, an asset
- Computer skills required (Microsoft Office, MS Project, Advanced Excell)
- Experience in working both independently and in a team

**Person specification:**

- Strong written and oral communication skills
- Excellent negotiation and interpersonal skills
- Service-oriented and deadline-driven
- Must have strong planning, organisation, administrative and problem-solving skills
- Ability to manage staff and take initiative and responsibility
- Enthusiastic and energetic with the ability to handle stress
- Flexible; can conform to shifting priorities, project adjustments, demands and timelines promptly and efficiently
- Ability to bring project to successful completion through political and cultural sensitivity
- Lateral-thinker, innovative, creative
- Interest in working on international teams
- Willing to travel frequently

Interested candidates should send their CV and cover letter to Lena Häusler at **haeusler@streetfootballworld.org** clearly marking the heading of the email "Centres Project Manager".