



ESWATINI HOUSING BOARD JOB PROFILE

1. IDENTIFICATION

Department:	Property Development
Job Title:	Project Manager
Reports To:	Head of Property Development

2. MAIN PURPOSE OF JOB

To manage the planning and execution of EHB housing developments and related facilities and amenities in line with the property development strategy

3. SUMMARY OF DUTIES/RESPONSIBILITIES

Strategy implementation

- Develop detailed implementation plans for strategic initiatives, outlining key milestones, timelines, and resources required.
- Identify potential risks or roadblocks to strategy implementation and propose mitigation strategies.
- Collaborate with cross-functional teams to ensure alignment and effective execution of strategic plans.

Planning & Budgeting

- Contribute to the departmental planning of activities to be undertaken in each financial year.
- Prepare and manage budgets for capital projects and prepare periodic reports.

Project Management

- Develop comprehensive project plans, including timelines, resource allocation, and budgeting.
- Coordinate with cross-functional teams to ensure successful project execution.
- Monitor project progress, identify and mitigate risks, and communicate updates to stakeholders.
- Identify the elements of a project that are likely to give rise to disputes and claims.
- Provide monthly status reports and address concerns.

Risk Management

- Identify potential risks and develop mitigation strategies to minimize their impact on project outcomes.
- Monitor risks throughout the project lifecycle and adjust plans as necessary.

Construction Management

- Prepare construction work break down structures.
- Prepare construction schedules.
- Manage site documents, chair site meetings, and issue site instructions as required.
- Submit periodic claims to Accounts Officer Debtors based on project milestones, for payments.
- Supervise construction activities to ensure progress is aligned to pre-determined schedules, and that activities comply with project specifications and quality.

Contract Management

- Prepare Payment certificates for contractors for the approval of the Head of Property Development.
- Enforce compliance to contractual obligations
- Manage communication between EHB and the customer, contractors and/or consultants.

Team Coordination

- Assemble and lead project teams, ensuring clear communication and collaboration among team members.
- Conduct regular meetings to track progress and address any issues that arise.

Stakeholder Communication

- Serve as the primary point of contact for stakeholders, providing regular updates on project status and addressing concerns.
- Facilitate communication between stakeholders and project teams to ensure alignment on goals and expectations.

Project Closure

- Conduct project evaluations to assess outcomes and identify lessons learned for future projects.
- Ensure all project documentation is completed and archived appropriately.

Performance Management

- Manage the performance of direct reports.

SHEQ Management

- Implement SHEQ management strategies for the unit.

Perform any other duties as may be reasonably assigned.

4. MINIMUM REQUIREMENTS FOR THE JOB

Qualifications:	<ul style="list-style-type: none"> • Bachelor’s degree in Civil Engineering, Construction Management or a related discipline. • Professional registration with the Engineering Council of South Africa (ECSA) an added advantage.
Work Experience:	<ul style="list-style-type: none"> • Minimum six (6) years of progressive project management experience on commercial, retail, residential and land development projects. • Three (3) years experience in a supervisory role.

5. KEY COMPETENCIES

Behavioural Competencies	Technical Competencies
<ul style="list-style-type: none"> • Honesty, confidentiality and Integrity • Business writing skills • Interpersonal skills • Organising skills • Co-ordination skills • Attention to detail • Good communication skills (verbal and written) • Flexibility 	<ul style="list-style-type: none"> • Proficient in use of MS Office • Typing and minute taking skills • Attention to detail • Project management • Understanding of masonry/building techniques • Good communication skills • Attention to detail • Quality management

Please send your application, detailed CV, copies of academic and professional certificates with three references by 5 June 2026 to email: recruitment@ehb.co.sz. Only shortlisted candidates will be contacted.