

JOB PROFILE

A. Job Information			
Job Title:	PROJECT MANAGER		
Job Grade:	SS10		
Location:	Poura Resources Limited		
Department:	Operations		
Job reports to:	Chief Operations Officer		
Direct report to:	Chief Operations Officer	Level of Supervision:	

B. Job purpose:
<i>A brief statement outlining the overall purpose/reason for the existence of the job (one or two sentences).</i>
The Project Manager (PM) will be responsible for planning, executing, and closing projects, ensuring they are completed on time, within budget, and to specified standards. The PM will oversee scope, resource allocation, and risk management while serving as the key liaison between stakeholders.

C. Responsibilities/Key Objectives:	
List five to eight major activities and contributions to the organisation for which this job is held accountable.	
1	Lead the planning and execution of mining projects (e.g., mine development, expansion, processing plants, infrastructure)
2	Develop detailed project plans, schedules, budgets, and resource allocation frameworks.
3	Monitor project performance using appropriate tools and techniques; implement corrective actions where necessary
4	Manage contractors, consultants, and suppliers to ensure quality delivery and cost efficiency
5	Identify, assess, and mitigate project risks.
6	Ensure strict adherence to health, safety, & environmental standards across all project phases
7	Ensure compliance with regulatory requirements and reporting obligations.
8	Drive continuous improvement and operational efficiency within project execution.
9	Ensure community relations and stakeholder engagement are managed effectively.

D. Inherent Requirements of the Job

The minimum qualifications, skills, knowledge, experience and behavioural attributes are required to perform the job competently.

Minimum qualification/s Experience (A basic summary of the previous level of experience required to start in the position)	• BSc in Civil Engineering plus Mechanical Engineering knowledge with Project Management accreditation and or certifications. • Proficiency in Project Management Software (e.g., MS Project, AutoCAD), with a strong understanding of engineering principles. • Postgraduate work experience of 12yrs in Civil, Earthworks, Construction, Quantity Survey (estimation), Site Survey works, Mechanical and Electrical Engineering aspects of mining development projects.
Technical competencies	• Ability to communicate effectively in both French and English • Excellent verbal and written communication skills, with the ability to convey technical information. • Strong leadership and team collaboration skills. • Ability to troubleshoot issues and think critically to solve complex problems. • Proven ability to manage multiple tasks and meet deadlines.
Skills and Experience	• Detail-oriented with strong organizational skills. • Ability to handle sensitive and confidential information. • Strong analytical and problem-solving skills. • Effective communication and negotiation skills. • Proficient in Microsoft Office Suite.
Business Behaviors	• Must show a high level of integrity. • Be Solution-oriented. • Maintain professionalism. • Ability to plan strategically. • Must exhibit dedication and commitment to duty. • Compliance with the Law. • Extensive documentation.

E. Job description agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job description as he/she deems reasonable, after due consultation with the job holder.

We the undersigned agree that the completed Job Description gives an accurate outline of the job and represents the contents and requirements of the job.



Title	Name	Employee Number	Signature	Date