



**Three (3) Year Fixed Term Contract (01 January 2019 – 31 December 2021)**

**POST: PROJECT MANAGER (SL 9)**

**CENTRE: TSHWANE SOUTH TVET COLLEGE**

**REF: 09/01/18**

**REQUIREMENTS:** An appropriate Bachelor's degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in construction. At least 3 years' experience in managing construction projects. A postgraduate qualification will be an added advantage. A driver's licence is a prerequisite. The position requires an individual with a conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements for each project are spelt out by the job packaging/statutory requirements. Further requirements are risk management experience in project management. Good communication; written and spoken skills. Proficiency in analysing and solving problems related to projects. Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organizational skills. Strong knowledge and expertise in using modern information and communication technologies to projects. Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS) ect. Knowledge of procurement processes.

**DUTIES:** The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (the organisational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department). Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met. Meet the project owner, ensure that appropriate specification is set, or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise. Plan, commence, execute, supervise, and roundup assigned projects.

**ENQUIRES:** L Mmesi; Tel no: (012) 401 5000

**APPLICATIONS:** Must be submitted on form Z83, (Public Service Application form), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (certification must not be older than three (3) months and no copy of a copy will be allowed, attach academic record), ID and Curriculum Vitae.

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**NOTE:**

Please indicate the reference number and position you are applying for on your application form and forward your application to: The Human Resources Department, Tshwane South TVET College, PO Box 151, Pretoria, 0001, **or** hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Head Office 85 Francis Baard (Formerly known as Schoeman Street) Pretoria, 0001. Faxed and e-mailed application will not be accepted.

**Please take note that correspondence will only be conducted with short-listed candidates. If you are not contacted within three (3) months after the closing date, please consider your application unsuccessful.**

**Closing date: 05 October 2018**

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13 / 09 / 2018