



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College
"achieve the future"

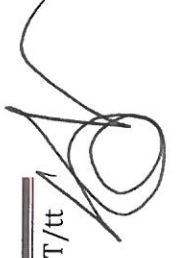
COLLEGE COUNCIL POST

ADMINISTRATION OFFICER: PROJECT MANAGEMENT (SL7) REF: 07/02/16

Minimum Requirements	Knowledge, skills & abilities	Specific KPAs	Enquiries
<ul style="list-style-type: none">Grade 12 with more than 10 Years' Experience in Project ManagementORTertiary Qualification (NQFL6) plus 1 year experience in Project	<ul style="list-style-type: none">Oral and Written Communication skillsKnowledge of Students LeadershipAdministrative skillsKnowledge of Project ManagementComputer Literacy	<ul style="list-style-type: none">Plan the projectDefine the scope of the project in collaboration with senior managementCreate a detailed work plan which identifies and sequences the activities needed to successfully complete the projectDetermine the resources (time, money, equipment, etc.) required to complete the projectDevelop a schedule for project completion that effectively allocates the resources to	T Thabane (012) 401 5000 OR SR Merton (012) 401 5000

<p>Management</p>		<p>the activities</p> <ul style="list-style-type: none"> • Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required • Determine the objectives and measures upon which the project will be evaluated at its completion • In consultation with the appropriate manager, recruit, interview and select staff and/or volunteers with appropriate skills for the project activities • Manage project staff and/or volunteers according to the established policies and practices of the organisation • Ensure that personnel files are properly maintained and kept confidential • Ensure that all project personnel receive an appropriate orientation to the organisation and the project • Contract qualified consultants to work on the project as appropriate • Execute the project according to the
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		<p>project plan</p> <ul style="list-style-type: none"> • Develop forms and records to document project activities • Set up files to ensure that all project information is appropriately documented and secured • Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project • Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project • Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards • Write reports on the project for management and for funders • Communicate with funders as outlined in funding agreements • Monitor and approve all budgeted project 	
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		<p>expenditures</p> <ul style="list-style-type: none"> • Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly) • Manage all project funds according to established accounting policies and procedures • Ensure that all financial records for the project are up to date • Prepare financial reports and supporting documentation for funders as outlined in funding agreements • Ensure that the project deliverables are on time, within budget and at the required level of quality • Evaluate the outcomes of the project as established during the planning phase
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APPLICATIONS: must be submitted on Z83 form (Public Service Application form), obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, ID copy and Curriculum Vitae, not older than 3 months of been certified.

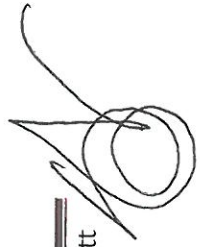


NOTE:

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 Central Office (85 Francis Beard Street Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

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

CLOSING DATE FOR THIS ADVERTISED POST 29 JULY 2016.

A handwritten signature in black ink, followed by the date '27/07/2016' written in a similar style.A handwritten signature in black ink, located at the bottom right of the page.