

**SENIOR PROJECT ADMINISTRATOR: (X1: HUMAN CAPITAL INVESTMENT)**

**CENTRE: POLOKWANE (1 POST) (12 Months Contract)**

**REF NO:**

**HCI/PRA/01/2016 A**

**SALARY: R 243 747 plus 37% per annum**

**REQUIREMENTS:** Three (3) year tertiary qualification from recognized and accredited institutions in the following fields: Public Management, Business Management; Human Resource Management, or in Social Science. Two (2) years working experience with Sectoral Education Training Authority (SETAs) / Donor funding / Project Administration or Coordination of Youth Development Programmes, and possess a valid unendorsed driver's licence. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word and MS Excel. Good verbal and written communication skills, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Filing Management Systems and Financial Management skills, and must be willing to travel extensively. Experience in PERSAL will be an added advantage.

**DUTIES:** Render human capital functions for appointment and placement of trainees. Foster networks and working relations with business units relating to capacity building programmes. Coordinate on-boarding of trainees in the region. Consolidate received time sheets, monthly progress reports, mentorship agreements, Workplans and leave forms. Quality assure filling of all documents related to the human capacity building programmes. Prepare graduates files quarterly for submission to external funders. Administer programmes funding from external funders. Ensure compliance of documents submitted. Update participants' database and provide statistics. Facilitate all the logistic arrangements related to the human capital investment programmes. Ensure adherence of projects to project plans. Provide secretariat services in all programme meetings. Schedule stakeholder engagements meetings and Monitoring and Evaluations visits. Procure all resources related to programmes. Render financial administration and report on human capital investment programmes. Supervise interns, and learners.

**NB: Shortlisted candidates will be subjected to computer and driving tests.**

**POST : PROJECT ADMINISTRATOR: (12 MONTHS CONTRACT)**

**CENTRE : HEAD OFFICE (1 POST) REF NO: HCI/PRA/01/2016 B**

**CENTRE : POLOKWANE (1 POST) REF NO: HCI/PRA/01/2016 C**

**CENTRE : MMABATHO (1 POST) REF NO: HCI/PRA/01/2016 D**

**CENTRE : KIMBERLEY (1 POST) REF NO: HCI/PRA/01/2016 E**

**SALARY : R110 739 plus 37% PER ANNUM**

**REQUIREMENTS:** Matric, NQF Level 4, NCV L4 OR three year qualification in Management/ Administration, Financial/Public Management, Human Resources from recognized and accredited institutions. One (1) year proven working experience with Sectoral Education Training Authorities (SETAs) / Donor funding / Project Administration or administration of Youth Development or Training Programmes. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word and MS Excel. Good verbal and written communication skills, Organising, Planning and Time Management Skills. The incumbent must further have working knowledge of Filing Management Systems and Financial Management skills, and must be willing to travel extensively. Experience in PERSAL, a valid unendorsed driver's licence will be an added advantage.

**DUTIES:** Render human capital functions for appointment and placement of trainees. Foster networks and working relations with business units relating to capacity building programmes. Administer on-boarding of trainees in the region. Receive and collate time sheets, monthly progress reports, mentorship agreements, Workplans and leave forms. File all documents related to the human capacity building programmes. Prepare graduates files quarterly for submission to external funders. Administer programmes funding from external funders. Update participants' database and provide statistics. Facilitate all the logistic arrangements related to the human capital investment programmes. Provide support in the monitoring of project plans. Provide secretariat services in all programme meetings. Provide administrative support in scheduling stakeholder engagements meetings and Monitoring and Evaluations visits. Procure all resources related to programmes. Render financial administration and report on human capital investment programmes.

**NB: Shortlisted candidates will be subjected to assessments.**



**ENQUIRIES:** Ms. Vuyo Sibeko Tel, (012) 406 1347  
Ms. Ntebo Moela Tel, (012) 406 1349

**Note:** The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. **People with disabilities are encouraged to apply.** Applications should be submitted on Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security screening. NB: no faxed or e-mailed applications will be accepted.

**NB: Internal employees are encouraged to apply**  
**Applications, quoting the relevant reference number, should be forwarded as follows:**

The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Vermuelen (**Madiba**) & Bosman Street, Central Government Office Building, Pretoria.

**Attention : Ms. V Manzini**  
**Closing Date : 26 April 2016**



public works

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA