



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**LOVEDALE
TVET COLLEGE**

LOVEDALE TVET COLLEGE INVITES SUITABLY QUALIFIED, INNOVATIVE, RESULT-ORIENTATED AND SELF-MOTIVATED CANDIDATES TO APPLY FOR THE FOLLOWING VACANCY:

POST: PROJECT MANAGER (3 YEAR CONTRACT)

REF: HQ 06/2020

SALARY LEVEL: 9

SALARY NOTCH: R356 289 PLUS 37% IN LIEU OF BENEFITS

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 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 etc.) • Knowledge of procurement processes.

Key Responsibilities: • 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 are 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.

Closing Date: 04 December 2020 | Enquiries: Ms N Mjonono 087 238 2223

Applications: To be forwarded to humancapital@lovedale.org.za

Please indicate the reference number and position you are applying for on your application form (Z83). Certified copies of all relevant documentation must be attached to the Curriculum Vitae (Certified copies not older than 6 months). Failure to comply with these instructions will disqualify applications from being processed. Post your complete application to: The Deputy Principal: Corporate Services, Lovedale TVET College, Private Bag X7403, King William's Town, 5600

Note: All costs incurred due to your application and interviews will be at your own expense • No faxed applications will be accepted • Due to the large number of applications we envisage receiving, applications will not be acknowledged and correspondence will only be conducted with short-listed candidates • If you have not been contacted within 3 months of the closing date, please consider your application unsuccessful.

Lovedale TVET College is an equal opportunity employer and reserves the right not to make an appointment.