



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**LOVEDALE
TVET COLLEGE**

Lovedale hereby invites all suitably qualified innovative, result-orientated and self-motivated candidates to apply for the following vacancy:

**PROJECT MANAGER TVET CAPITAL INFRASTRUCTURE AND EFFICIENCY GRANT
PROJECTS: MAINTENANCE AND FACILITIES REF NO: PS 03/2020**

(College Council appointment)

SALARY: R376 596 per annum (Level 09) plus 37% benefits

CENTRE : Headquarters

DURATION: 3 Year Contract

REQUIREMENTS: • Matric plus an accredited minimum 3-year National Diploma/Degree in Quantity Surveying with a minimum of 3 - 5 years relevant work experience in Construction of which 3 years have been in supervision/management role. • Computer Literacy (MS Office). • A valid code 08 driver's license. • Recommendations: Knowledge of organizational objectives, CIBD regulations, Occupational Health and Safety Regulations (OHS). • Environmental management. • Project Management. Risk Management. • Financial Management. • Compliant to policies and legislation. • Information Management Analytical abilities. Committed. • Hardworking, Good coping skills. • Ability to work independently. • Policy development and implementation skills. • Ability to work in a team and also individually. • Development of the College maintenance plan. • Submission of report to DHET • Assist in the Procurement process or infrastructure items.

DUTIES: • Responsible to supervise different task in completing construction or repairs and maintenance projects. • Responsible for the flow of information from the college level project supervisor (organizational 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 work in changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise. • Plan, commence, execute, supervise, and roundup assigned projects. • Ensure compliance with legal, contractual and safety requirements for all College projects. • Manage implementation of work within established policies, systems, procedures, processes and practices. • Ensure that the appropriate legislation, policies and standard procedures are complied with and that there is no negligence in this regard. • Monitor legislation updates and communicate to relevant staff. • Provide advice in line with applicable legislation. Liaise with all professionals including the OHS and Environmental Officers. • Provide administrative support to progress report meetings. • Attend to these meetings and provide



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progress report meetings. • Attend to these meetings and provide progress report and feedback Drafting, submission and presentation of College project related management reports. • Act as a liaison between the consultants and the college management. • Make recommendations of the projects to management. • Report to management in relation to projects underway. • Facilitate legal and regulatory requirements for all projects. NB: An academic record must be attached with your application for this post.

ENQUIRIES : Ms. Mncontso Tel No: (087) 238 2223

APPLICATIONS : Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, Lovedale TVET College (Head Quarters), 01 Amatole Row, Qonce 5601. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to humancapital@lovedale.org.za

FOR ATTENTION : Ms. Mncontso

NOTE : General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non- RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61) (1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.

CLOSING DATE : 14 May 2021
