



**PROJECT MANAGER: CENTRE OF SPECIALIZATION (COS) (SL9)**  
**SALARY: R356289 PER ANNUM (EXCLUDING BENEFITS)**  
**REF NO: EEC-PMCOF-01/2018**  
**3 YEARS FIXED TERM CONTRACT.**

**Minimum Requirements:** An appropriate Bachelor's Degree/National Diploma (NQF L6/7) or equivalent qualification specializing in an Occupational Trade. At least 3 years' experience in managing projects, an Artisan/Post Grad qualification will be an added advantage. Computer literacy in the Microsoft Suite and a valid driver's licence. Good verbal and written communication skills, including presentation and report writing skills.

**Competencies, Knowledge and Skills:** The preferred candidate must have a conceptual understanding of the rules and standards governing procurement, project administration and management, including those of the Artisan regulatory bodies. Further requirements are risk management, proficiency in analysing and solving problems related to projects; have the ability to take on a leadership role with excellent interpersonal skills.

**Duties and Responsibilities:**

Implement COS programmes, systems and processes; conduct preventative maintenance program with scheduled inspection of all COS assets, buildings, plant and infrastructure; conduct regular condition audits of COS assets, buildings, plant and infrastructure; ensure fair allocation of workload among artisans; provide input into job descriptions; serve on COS recruitment committees; enforce policies, procedures, work rules, performance standards and codes of conduct; assist in compiling budget for COS; maintain and update all databases for COS interventions and proper use of all project resources in-line with departmental policies and prescripts including supervision and development of staff.

**CLOSING DATE: 28 September at 13:30. Applications received after the closing date, emailed or faxed applications will not be considered. Please Note: Applications must be submitted on a form Z83 obtainable from any Public Sector Department/TVET College.**

The reference number and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, certified copies of identity documents and certified copies of all qualifications including matric certificate. Certified copy of the drivers licence, where required, must be provided. All qualifications obtained from institutions outside South-Africa should be accompanied by certified copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to an assessment of his/her experience and security screening. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa-Thema or posted to Private Bag X52, Springs 1560, for the attention of the HR Manager, MR M MATHE. Due to high volume of applications, applications will not be acknowledged and if you do not receive any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer ENQUIRIES: Mr M Mathe Tel. No. (011) 730-6600.