



**PROJECT MANAGER: OCCUPATIONAL PROGRAMMES**

**SALARY: R266 031 per annum (excluding benefits)**

**REF: EEC-PM-01/2018**

**3 Years Fixed Term Contract**

**MINIMUM REQUIREMENTS:** An appropriate Bachelor's Degree or a Diploma in Project management. 3 years' experience in a relevant field. Qualified as an Assessor/Moderator/Facilitator. Knowledge of the Sector Education and Training Authority (SETA) operations. Knowledge of Legislative framework related to skills and curriculum development. Computer literacy. Good communication Skills. A valid driver's licence. Ability to work under pressure. Project Management Skills.

**COMPETENCIES, KNOWLEDGE AND SKILLS:** Good interpersonal relations, problem solving, policy development and implementation, research, analytical, report writing, teamwork, planning, organising, self-disciplined, client orientation and good customer skills. Network with internal and external clients. Knowledge of Public Service Act and Regulations. Occupational Health and Safety Act, Public Finance Management Act (PFMA), FETC act and other relevant legislations.

**DUTIES AND RESPONSIBILITIES:** Manage skills projects and monitor learners. Registration of the skills programmes with the relevant SETA. Assist with the appointment of accredited and qualified Facilitators and Assessors. Prepare and control budget for the project/s. Ensure that projects run within the set time frames. Assist in the selection of Unit Standards for skills programme/qualification. Purchasing of tools, equipment, PPE, training material and consumables for projects. Compile learning material. Adhere to project time lines. Ensure that all administrative tasks relating to supporting the project staff are done on time. Submit weekly reports on the progress of the project/s. Comply with DHET and College policies and procedures.

**ENQUIRIES:** Mr M Mathe Tel. No. (011) 730-6600.

**CLOSING DATE:** 23 March 2018 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 Z83 form 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 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!