



Enquiries: MS PHALADI ER

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NORTHERN CAPE COMMUNITY EDUCATION AND TRAINING ADVERT:

POST : PROJECT MANAGER (1)
REF NO : NCCETC/PMAN/01/2022
LOCATION : NC CET COLLEGE CENTRAL OFFICE (KIMBERLEY)
SALARY : R382 255 PER ANNUM
DURATION : TWELVE (12) MONTHS

Minimum Requirements:

- Three (3) year relevant qualification
- Two (2) years Project Management experience
- Computer Literate (MS Office: Word, Excel and and PowerPoint)
- Bilingual (English, Afrikaans and/ or Setswana)
- Knowledge of NSF processes and the preparation of proposals (recommendation)
- Valid driver's License

Duties:

- Preparing status reports by gathering, analyzing and summarizing relevant information.
- Establishing effective project communication plans and ensuring their execution.
- Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget.
- Coordinating the development of user manuals, training materials and other documents as needed to enable successful implementation and turnover of the process or system to the clients.
- Identifying and developing new opportunities with clients.
- Conducting post project evaluation and identifying successful and unsuccessful project elements.
- Proposal writing and submission of adhoc and discretionary grant applications for all SETA's

Reporting Line:

The Project Manager will report to the Deputy Principal: Corporate Services and will provide the Deputy Principal: Academic with weekly report on the status of the project

Working hours

Monday To Thursday: 08H00 to 17h00
Fridays: 08h00 to 13h30

APPLICATIONS : Quoting the reference number, direct your application to:- recruitment@nccetc.edu.za
Applications must be submitted on the new Z83 form, obtainable from any public service department. The form must be accompanied by certified copies of qualification(s), Identity Document or Proof of citizenship if not RSA citizen, a comprehensive CV. Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE: 28 FEBRUARY 2022