

Date: 10 October2018

Our partner is looking for a [qualified project administrator](#) to manage teams and provide effective guidance.

As a project manager, you will be the contact point for all provinces, so your communication skills should be excellent. You should also be able to act proactively to ensure smooth team operations and effective collaboration.

Ultimately, you should lead by setting a good example and engage the team to achieve goals.

Contract Duration: 3 Months, renewable subject to funding availability

Responsibilities

- Create an inspiring team environment with an open communication culture
- Set clear project goals
- Delegate tasks and set deadlines
- Oversee day-to-day operation
- Monitor team performance and report on metrics
- Motivate team members
- Discover training needs and provide coaching
- Listen to team members' feedback and resolve any issues or conflicts
- Recognize high performance and reward accomplishments
- Encourage creativity and risk-taking
- Suggest and organize team building activities
- Travel Extensively

Requirements

- Qualification and Experience: University Degree or equivalent plus relevant experience,
- Minimum 3-5 years' experience in project administration .

To be considered for this position, the following is considered essential:

- Proven work experience as a project administrator or supervisor
- In-depth knowledge of performance metrics
- Good PC skills, especially MS Excel
- Excellent communication and leadership skills
- Organizational and time-management skills
- Decision-making skills
- Degree in Management or training in team leading is a plus

Enquiries: jean@sacpo.co.za

- SACPO on behalf of their client seeks to appoint an Project Clerk for Ehlanzeni College .

Responsibilities

- Facilitate placement of students with employers for CSTO opportunities.
- Facilitate placement of graduates in available jobs.
- Facilitate placement of lecturers for workplace exposure to keep them up to date with recent developments in industry.
- Facilitate incorporation of employer views on workplace skills and knowledge, curriculum, and workplace innovation by working with industry, sector, employer bodies and associations.
- Supplement and complement TVET College student support services, such as academic support, social support, and vocational and career guidance.

Requirements

- Qualification and Experience: Diploma or equivalent plus relevant experience or relevant Post Matric qualification,
- Minimum 1 year experience in similar work
- To be considered for this position, the following is considered essential:
- Exceptional written and oral communication skills. • Excellent word processing. • Ability to work under pressure and to tight deadlines. • Good organisational and time management skills • Ability to research, digest, analyse and present material clearly and concisely. • Excellent interpersonal skills. • Ability to work on your

own initiative. • Honesty and reliability. • Attention to detail. • Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines. • Discretion and an understanding of confidentiality issues.

- Suitable candidate should forward a detailed CV and cover letter to jean@sacpo.co.za and percy@sacpo.co.za. Applications close on 25 October 2018
- Only successful candidates will be contacted.

Duration of contract is 3 months and renewable subject to the availability of funds