



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE  
URBAN TVET  
COLLEGE**

**THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING FIXED TERM POST.**

**POST: PROJECT MANAGER (INFRASTRUCTURE)**

**LEVEL: 9**

**SALARY: R382 236.00 pa**

**REFERENCE NO: NCUTVET 2020/18**

**DURATION: 1YEAR**

**MINIMUM REQUIREMENTS:**

- An appropriate bachelor's degree/diploma (NQF Level6/7) or equivalent qualification specializing in construction or related field.
- At least 3 years' experience in managing construction related projects.
- A postgraduate qualification will be an added advantage.
- A valid driver's license is a prerequisite.

**RECOMMENDATIONS:**

- The position requires an individual with a conceptual understanding of the rules and standards governing projects administration and management.
- Ensure that the requirements for each project is spelt out by the job packaging/statutory requirements.
- Further requirements are risk management experience in project management.
- Good communication, written and spoken skills, proficiency in analysing and solving problems related to projects.
- Outstanding human relations skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan.
- Strong ability to give attention to details as well as tested organizational skills.
- Strong knowledge and expertise in using modern information and communication technologies to projects.
- Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.) knowledge of procurement processes.

## KEY PERFORMANCE AREA (DUTIES):

- The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects.
- Responsible for the flow of information from the college level project supervisor (the organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (DHET).
- Make the arrangements for projects documentation on the recommendation and specification of the Department and ensure that the specifications are being met.
- Meet the project owner, ensure that appropriate specification are set, or meet higher standard.
- Update information on the project management tools.
- Make arrangements for the project completion based on specifications of the project owner.
- Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise.
- Plan, commence, execute, supervise and roundup assigned projects.

**APPLICATIONS:** Email your applications to the following Email - Address [vacancies@ncutvet.edu.za](mailto:vacancies@ncutvet.edu.za). **Note that only emailed applications will be considered.**

**CLOSING DATE:** **21 December 2020**, applications received after the closing date, faxed or emailed applications will not be considered.

**NOTE:** Applications for all fix term post must be submitted on College external application form which can be downloaded from our webpage on the internet <http://ncuweb.ncutvet.edu.za>, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications (**transcript of results**), Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. **The College has the right to withdraw and /or amend adverts for post(s) and retains the right not to fill the post (s) as determined by the delegated authority.**

The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants.

**IF NO RESPONSE IS RECEIVED WITHIN 3 MONTHS AFTER THE CLOSING DATE, PLEASE REGARD YOUR APPLICATION AS UNSUCCESSFUL.**

**ENQUIRIES: Ms E Mokokong  
TEL NO: 053 839 2099/74**