



**LOVEDALE  
TVET COLLEGE**



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Lovedale TVET College invites suitably qualified, innovative, result-orientated and self-motivated candidates to apply for the following vacancy:

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**Post:** PROJECT MANAGER (3 year Contract)

**Ref:** HQ 22/2018

**Salary Level:** 9

**Salary Notch:** R356 289

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**Requirements:** • An appropriate Bachelor's degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in construction • At least 3 years' experience in managing construction projects • More than 3 years' knowledge of procurement processes • A postgraduate qualification will be an added advantage • A Driver's Licence is a prerequisite • The position requires an individual with a conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements for each project are spelt out by the 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 relation 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.)

**Key Responsibilities:** • 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 organisational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department) • Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met • Meet the project owner, ensure that appropriate specification are set, or meet a higher standard • Update information on the project management tools • Make arrangement 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.

**Closing Date:** 28 September 2018

**Enquiries:** Ms S Jali 043 6040 728 / Mr Sihlahla 043 604 0721

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**Applications:** Must be submitted on the Z83 Form obtainable from any Public Services Departments and on Internet and must be accompanied by recently updated comprehensive CV (with three contactable references and certified copies of all your qualifications), Identity Document (ID) NOT older than three (3) months including drivers licenses where it is required. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA) and Evaluation Certificate from SAQA must be attached. Failure to complete Z83 and submit the requested documents will result in your application not being considered.

Post your complete application to: The Deputy Principal: Corporate Services, Lovedale TVET College, Private Bag X7403, King William's Town, 5600 OR hand-deliver to Headquarters Reception, Lovedale TVET College, 1 Amatola Row, King William's Town.

**Note:** All costs incurred due to your application and interviews will be at your own expense • No faxed or e-mailed applications will be accepted • Due to the large number of applications we envisage receiving, applications will not be acknowledged and correspondence will only be conducted with short-listed candidates • If you have not been contacted within 3 months of the closing date, please consider your application unsuccessful.

**Lovedale TVET College is an equal opportunity employer and reserves the right not to make an appointment.**