



MOPANI SOUTH EAST TVET COLLEGE

"EXCELLENCE IS ALWAYS OUR CHOICE"

Mopani South East Technical and Vocational Education and Training College have a challenging vacancy for dynamic results driven, innovative and sound communicative individual to join Corporate Office.

POST: JUNIOR PROJECT ADMINISTRATOR (2 YEARS CONTRACT)

SALARY NOTCH: R152 862 per annum

REF: CC1/02/2018

Requirements: The successful candidate must be in position of NCV L4 in Office/ Management Certificate or N6 Certificate in Business/ Public or Finance Management plus two (2) years relevant experience or recognized National Diploma in Business Management/ Public Management/ Financial Management plus 1 year relevant experience. Project Management certificate will be an added advantage, Knowledge of skills act, Bathopele principles will be an added advantage, Sound communication skills, a valid driver's license and computer literacy skills.

Key performance areas: Responsible for Project Administration. Administration of portfolio of evidence and other documents. Receive, process and safe keep assessment report. Administer project meetings and ensure procurement of all project requirements. Receive and administer claims. Recruitment, selection and induction of students. Uploading learners and their results on database and SETA system. Handling and following up the certificate of learners with the relevant SETAS

REQUIRED DOCUMENTS: Fully completed Z83 form indicating the correct reference number, detailed CV, certified copies of qualifications and ID document.

SUBMIT APPLICATIONS TO: The Principal, Mopani South East TVET College, Private Bag x 01024, Phalaborwa, 1390, or hand deliver the applications to Corner Combretum and Haarlem Street, Phalaborwa, 1390.

CLOSING DATE: 9 March 2018 AT 12:00

Enquiries: Mr. FA Mhlongo on 015 781 5721/5.