

POST 7 : PROJECT MANAGER
SALARY : R444 036 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL 9)
DURATION : 3 YEAR CONTRACT
CENTRE : CENTRAL OFFICE (REF NO: CO9/1/25)
Email Address : pmanager925@ikhala.edu.za

MINIMUM REQUIREMENTS: Grade 12 Certificate, (NCV) Level 4 or equivalent with an appropriate 3/4-year Diploma/Degree in Built Environment. Minimum of 3-5 years working experience in construction projects or relevant experience. Valid driver's license. Computer Literacy.

KNOWLEDGE & SKILLS: Knowledge of the Ethical regulatory and legislative framework. Understanding of Project management; Knowledge of College CAPEX; Coordination of meetings Understanding of PSET and CET Act; Opportunity linkages with industries. Visibility analysis; Knowledge and understanding of administration reporting process and procedures. Communication; Presentation; Planning and organizing; Financial management; Report writing, Analytical; Client oriented; Team leadership.

DUTIES: Managing all building projects and major renovations of the College. Responsible for 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. Making arrangements for the project documentation on the recommendation and specification of the Department and ensure specification are set or meet a higher standard. Update information on the project management tools. Making arrangement for the project completion based on specifications of the project owner. Putting a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstances, and in a responsive circumstance using leadership and management expertise. Planning, commencing, executing, supervising and roundup assigned project. Ensure that procurements plans are submitted and approved. Ensure submission of dashboard reports and submissions of monthly/quarterly reports.