



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Eastern Cape CET College



Border Training Centre • 10 Mfaha Street • NU 1 Mdantsane • East London • Eastern Cape • 5219 •
REPUBLIC OF SOUTH AFRICA Tel: +27 41 180 4077 • Website: <https://ec.cetc.edu.za> | email: info@ec.cetc.edu.za
Enquiries: Mr N Tsakana Tel: 041 180 4078 email: ntsakana@ec.cetc.edu.za

JOB ADVERTISEMENT FOR 3 YEAR-CONTRACT POST LEVEL 08: NSF PROJECT

POST 01/01: **Project Coordinator**

REF NO: NSF/2023/07/20 (X1 POST)

SALARY: R359 517 per annum

CENTRE: Central Office – Mdantsane, Eastern Cape CET College

REQUIREMENTS: Grade 12 and appropriate National Diploma or Degree (NQF level 6) on any relevant field with project management plus approximately 4 years' relevant experience where such experience includes: -

A thorough understanding of financial management and accounting principles, with the ability to consolidate sets of accounts in the required format/s. The ability to investigate and reconcile multiple accounts is essential. Previous experience working with projects, preferable in community engagement would be an advantage. Previous experience in writing a requirement e.g., fundraising proposals or reports or academic papers etc. Previous experience working within a computerised accounting environment and having worked with Excel at an advanced level. Previous experience in working with word-processing (including being able to create and maintain databases), email and the internet. Previous experience in setting up and maintaining filing and administrative systems. Candidates who are certified bookkeepers (i.e., they belong to a professional body) will be at a distinct advantage. A Drivers licence is compulsory.

DUTIES: Preparation (or assist with the preparation) of funding proposal. Maintenance of database of funded projects for monitoring. Review of funding agreements with particular reference to the project scope, timeframe, and budget. Preparation and discussing project implementation and monitoring plans with project manager (DPF) Implementation of project plans. Scheduling appointments and travelling arrangements relating to all funding projects. Schedule meetings and keeping of minutes of all meetings of the projects. Break down project into doable tasks and estimate duration. Prepare and

distribute project materials. Implement policies and procedures applicable to the projects. Supervise and assign responsibilities to junior project management personnel, Alert the project manager (DPF) of issues as they arise, Report on team and project performance to Project Manager (DPF) Act as point of contact for project team and facilitate communications, assess project risk, collaborate on stakeholder presentations, Foster positive relationships with stakeholders, liaise with all Head of Division to ensure smooth running of projects particularly the Academic Division. Visiting project sites for monitoring Preparation of project progress reports Presentation of project reports to the DPF and or Project Steering Committees

Preparation of the details project budget and ensure loading of this budget to the College Financial Management System. Reconciliation of all projects (bank) accounts and any accounts according to budget and investigating any discrepancies. Keeping records of inventory, equipment, and training materials of the funded projects. Keeping record of all income and expenditure for all funded projects Ensuring that all project financial deadlines are met. Liaise with SCM for all funded project procurement activities and orders. Record expenditure against project for the purpose of budgeting. Track expenses and work on budget forecast to ensure that resources are used efficiently. Preparation and presentation of all project expenditure vs budget reports to the DPF. Timeous communication of any discrepancies or variances on project financial report to the DPF.

Apply by submitting your Curriculum vitae via an email to Miss Noluvuyo Tsakana,
Email: ntsakana@ec.cetc.edu.za, only send CV when applying.

Further Communication will be entered into with people that are shortlisted.

Closing date: 14 August 2023

ENQUIRIES: Ms N Tsakana: Tel no (041 180 4077)