

EXTERNAL ADVERT

Location:	Centurion
Division:	PMID
Reports to:	Head: Project Office
Date last modified:	May 2022
Nature of employment:	Permanent
Total Cost to Company:	Market related

[Project Administration Manager]

The purpose of this job is, but not limited to,

- Divisional reporting requirements to internal and external stakeholders.
- Establish and maintain effective document control processes and systems.
- Project coordination services to Project Managers.
- Coordination of responses to external and internal audit information requirements.

THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

1. Manage collations of information from Project Managers and the teams to use for consolidation of inputs and finalizations of stakeholder reports
 - Quarterly reports to Minister.
 - Quarterly reports to Board Committees
 - Monthly reports to Minister.
 - EXCO Monthly Report
 - Organise and prepare presentations on project collateral.
2. Ensure quality submissions from respective project managers for internal or external submission e.g., EXCO, Board Technical Committee.
3. Manage inputs into the corporate planning and reporting processes
 - Contribution to Annual Report
 - Contribution to Corporate Plan
 - Updated Business Plans
 - Updated and tracked Business Scorecard
4. Oversee the development and maintenance of a best practice document control system for PMID.
 - Develop & Maintain file plans
 - Document procedures for document and records management
 - Determine document control processes to facilitate alignment into approved electronic document control system
5. Coordinate requirements from internal and external audit functions and consolidate team and management responses to ensure closure.

6. Management of staff resources within the Project Administration branch of the Project Office. Effectively managed staff through capacitation and provision of enabling environment. Structure and Organize presentations in the agreed form.

REQUIREMENTS

- B Degree/ B Tech qualification
- 8 years project reporting in large scale projects, of which 5 years MUST be people management experience
- Excellent skills in document compilation within MS Office Suite with high aptitude for quality

Please email your CV accompanied by Cover Letter to careers@tcta.co.za the subject should be the position title. For enquiries, please contact Ms Sixolile Shabalala on sshabalala@tcta.co.za

TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;

If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.

All appointments shall be subject to Competency Assessments.

A detailed job profile is available on request

Closing date: 26 May 2022

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