higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CENTRAL OFFICE: Tel: 053 753 0000 · Email: info@nccetc.edu.za
Web: www.nccetc.edu.za · Address: 19 Oliver Road, Klisserville, KIMBERLEY, 8301

NORTHERN CAPE

RE-ADVERTISEMENT

PROJECT CO-ORDINATOR – NATIONAL SKILLS FUND PROJECT
REFERENCE NO. :NCCETC01/10/2023

FIX TERM CONTRACT
(TEMPORARY)

NATURE OF EMPLOYMENT:	COLLEGE COUNCIL APPOINTMENT
DURATION:	01 JANUARY 2024 to 31 DECEMBER 2025
LOCATION:	CENTRAL OFFICE, KIMBERLEY
SALARY PER ANNUM:	R256,850.67 TCTC (INCLUSIVE OF BENEFITS SUCH AS PENSION, HOUSING, BONUS AND MEDICAL AID)

MINIMUM REQUIREMENTS:

- Grade 12 or equivalent.
- Minimum of three (3) years working experience in office administration.
- Project management and/or administration experience will be an added advantage.
- Knowledge of the CET Sector.
- Computer Literate. (MS Office: Word, Excel, PowerPoint and Email)
- Bilingual: English, Afrikaans and/or Setswana.
- Valid driver's licence.

KEY PEFORMANCE AREAS:

- Monitoring the evaluation of Project Implementation Plan.
- Ensure that all logistical activities relating to the project implementation in ensured.
- Monitoring and evaluation of Project Budget and Cash Flow Forecast.
- Processing of quarterly tranche payment requests as per the respective service level agreement.
- Compile monthly and quarterly report on project status.
- Act as the liaison between the National Skills Fund and the College on project related matters.
- Conduct regular site visits for scheduled project activities.
- Must be prepared to travel extensively in the Northern Cape.

APPLICATIONS: Applicants must submit their CV, copies of all qualifications (Including school leaving qualifications), academic transcripts/statement of results, Identity document (ID Card – Front And Back Copy), Valid Driver's Licence and two (2) recent contactable references to email MPhakathe@NC.CETC.edu.za. Please note that a passport or drivers licence will not be accepted in lieu of Identity Document. All applicants must submit a duly signed and fully completed **NEW Z83** form (view form on the Northern Cape CET College Website www.nccetc.edu.za or www.dpsa.gov.za)

- **ALL DOCUMENTS SUBMITTED MUST BE IN A PDF FORMAT.**
- **Applicants will be subjected to criminal background checks as well as the verification of qualifications.**
- Applicants are advised to submitted one PDF document per application . A complete set of application documents should be submitted separately for every post you wish to apply for. Please ensure that you clearly state the relevant post reference number on your application . The College will not be responsible for any illegible PDF documents or PDF documents that cannot be accessed/opened. The onus rest on the applicant to ensure that the applications are e-mailed on or before the closing date. Failure to attach the requested documents and incomplete applications will not be considered.

Closing Date: 20 November 2023 at 12h00 **Enquiries: 053 7530000**

Northern Cape Community Education And Training College is a designated employer in terms of the Employment Equity Act. Appointments will be made according to the employment equity plan of the institution. No absolute barriers will be created against persons from the non-designated groups. The College reserves the right not to make an appointment. If you have not received a reply within sixty (60) days after the closing date, you can consider your application as unsuccessful.

31/10/2023

31/10/2023