



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**Central Johannesburg TVET College is an Equal Opportunity, Affirmative Action Employer. Applications are invited from suitably qualified candidates for a Project Manager: Skills and Training Centres at Central Johannesburg College.**

**Type of Contract: Three (3) year fixed term contract, College-paid**

**Salary scale: R376 596 + 37% in lieu of benefits**

**Enquiries: Mr MB Khakhu – Khakhum@cjc.edu.za**

### Post: Project Manager - Skills and Training Centres

<b>Requirements:</b>	<ul style="list-style-type: none"><li>• Relevant Diploma / Bachelor's degree in Training and Development.</li><li>• At least 3 years of experience as a project manager/coordinator in a skills development environment.</li><li>• Experience in managing learnerships and other Skills Development Projects.</li><li>• Experience in project management within an educational/skills environment is an added advantage.</li><li>• High level of proficiency in the use of the computer for managing projects.</li><li>• Must be in possession of an unendorsed valid Driver's License.</li></ul>
<b>Competencies, Knowledge and Skills:</b>	<ul style="list-style-type: none"><li>• Sound knowledge and understanding of the relevant skills development legislation related to the TVET sector.</li><li>• Extensive knowledge and experience in project management. Financial, logistical and interpersonal skills evident.</li><li>• Sound communication skills, written and verbal.</li><li>• Problem solving and analytical skills. Ability to work under pressure and meet deadlines.</li><li>• Ability to interact with leaders in business and industry and determine industry skills needs.</li><li>• Ability to work independently as well as in a team.</li><li>• Planning and execution, organizing, leading and control skills.</li><li>• Understanding of the SETA environment.</li><li>• Excellent report writing and presentation skills. Proposal writing skills</li></ul>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>• Develop skills programs and ensure they are fully accredited by the relevant SETAs</li><li>• Conduct research on the viability of particular skills programs for the college.</li></ul>

	<ul style="list-style-type: none"> <li>• Write proposals to apply for training grants to assist the college to generate income.</li> <li>• Organise information session and present alternative programmes.</li> <li>• Liaise with industry and establish their skills needs</li> <li>• Coordinate internal resources and third parties/vendors for the flawless execution of the skills project</li> <li>• Ensure that all deliverables are delivered on-time, within scope and within budget</li> <li>• Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility</li> <li>• Ensure resource availability and allocation</li> <li>• Develop a detailed project plan to monitor and track progress</li> <li>• Manage changes to the project scope, project schedule and project costs using appropriate verification techniques</li> <li>• Measure project performance using appropriate tools and techniques</li> </ul>
<p><b>Instructions:</b></p>	<p>Please forward your application to this email address:  <a href="mailto:Recruitment11@cjc.edu.za">Recruitment11@cjc.edu.za</a></p> <p><i>NB: Kindly quote name of the post you are applying for and its reference number in the subject line.</i></p> <p>Application with supporting documentation, including a signed Z83 Form be emailed to the respective email address provided. Email address: <a href="mailto:recruitment11@cjc.edu.za">recruitment11@cjc.edu.za</a>. Application sent to incorrect email address will regrettably not be considered. Applications must be submitted on a Z83 form, form obtainable on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> and must be accompanied by a comprehensive CV and certified copies (not older than 6 (six) months) of qualifications (including matriculation and academic record(s), Identity Documents and Driver's License. It is the applicant's responsibility to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). If you do not receive any response within (3) months after the closing date of this advertisement, kindly accept that your application was unsuccessful. Suitable candidates will be subjected to personnel checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after closing date will not be considered.</p>
<p><b>Closing date:</b></p>	<p><b>01 April 2021 at 16h00</b></p> <p>Central Johannesburg TVET College reserves the right to withdraw this position or not make an appointment.</p>