

## CAREER OPPORTUNITIES: EXTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the positions of **Project Manager**, within the **Facilities and Infrastructure Department**, in the Corporate Services Unit.

<b>Post Description</b>	<b>Project Manager</b>
<b>Salary Level</b>	<b>Level 9/10 ; All-inclusive salary, ranging from R 515 937 pa to 758 537 pa.</b>
<b>Salary Notch</b>	<b>According to PSCBC salary scales</b>
<b>Duration</b>	<b>3 years contract, College Paid</b>
<b>Post reference</b>	<b>CJC/PM/ 22/02/2022</b>
<b>Centre</b>	<b>Central Office</b>
<b>Minimum Requirement</b>	<ul style="list-style-type: none"> <li>- Senior certificate / Grade 12 or NCV level (4) Certificate.</li> <li>- Recognized 3-year Diploma or Degree in Quantity Surveying (NQF Level 6)</li> <li>- A project management qualification and accreditation</li> <li>- A post-graduation qualification would be an advantage.</li> <li>- At least 5 years of experience of managing projects in the built environment industry.</li> <li>- Good Communication skills, both written and verbal, as well as fully computer literate.</li> <li>- Good organisational skills</li> <li>- Ability to conduct presentations and produce reports as and when required.</li> </ul>
<b>Key Responsibilities and Duties</b>	<ul style="list-style-type: none"> <li>- The project manager will manage all CJC's infrastructural projects in liaison with the CJC Principal Agent.</li> <li>- He/she will assist in identifying, collating, recommending and, tracking college infrastructural projects</li> <li>- He/she will assess ad-hoc projects proposals, motivate relevant project work.</li> <li>- Ensure that work is correctly scoped</li> <li>- Coordinate and develop the strategic infrastructural and/or maintenance plan of the college</li> <li>- Manage the required tasks borne of the College Infrastructural Efficiency Grant (CIEG) of the project, and ensure that his/work is aligned to the DHET's requirements thereof.</li> <li>- Ensure projects are managed through their phases, from project initiation, to delivery to close-out. Work/ Liaise with relevant stakeholders to manage projects.</li> <li>- Maintain a risk register for all projects undertaken</li> <li>- Maintain sound relationships between internal and external stakeholders.</li> <li>- Report to the Deputy Principal: Corporate Services</li> <li>- Present reports to relevant stakeholders, especially college EXCO.</li> </ul>

<b>Enquiries</b>	Mr Ben Khakhu – (011) 351 6000
<b>Delivery of Applications:</b>	<ul style="list-style-type: none"> <li>- <b>Application must be directed to the following e-mail address: <a href="mailto:recruitment17feb2@cjce.edu.za">recruitment17feb2@cjce.edu.za</a></b></li> <li>- <b>All applications must be sent to the above address no later than 11 March 2022.</b></li> <li>- Application with supporting documentation, including a signed Z83 Form be emailed to the respective email address provided. Application sent to incorrect email address will regrettably not be considered. Application must be submitted on a New 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 copies of qualifications, including matriculation certificate and Identity Document and Driver's Licence. Certified copies will be requested in subsequent selection processes. Your application should consist of ONE scanned document, consisting of your Z83 form, CV, and qualifications/certificates. 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 vetting (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after closing date will not be considered</li> <li>- Applications must be submitted via email address provided. No postal or hand delivered applications will be accepted.</li> </ul>
<b>General Instructions</b>	<ul style="list-style-type: none"> <li>- Applications must be sent quoting the reference number.</li> <li>- The College is an equal opportunity affirmative action employer. People with disabilities are encouraged to apply.</li> <li>- The college reserves the right not to fill the post.</li> </ul>

#### Central Office

5 Ubla Avenue  
Off Princess of Wales Terrace  
Parktown  
Tel: 011 351 6000

#### Campuses

Alexandra Campus  
Crown Mines Campus  
Ellis Park Campus  
Langlaagte Campus

Parktown Campus  
Riverlea Campus  
Smit Street Campus  
Troyville Campus