

## Projects Officer

**Salary: R 398 368.38 per annum. (All Inclusive Package) Not Negotiable**

The Public Service Sector Education and Training Authority, needs to employ a suitably qualified Projects Officer. The successful applicant will be based in PSETA offices in Hatfield, Pretoria and will report to the Projects Manager.

### Job profile:

To co-ordinate and implement project activities within the SETA.

### Duties and responsibilities:

- Provide input to the operational plan;
- Provide input in setting up divisional budget;
- Monitor expenses and revenues of functional activities according to budgeted Plans;
- Contribute to the design, development, and implementation of the risk management strategy;
- Adhere to approved systems for project administration;
- Provide input to the identification of needs and drafting of project scope, criteria and guidelines and development of project plans;
- Coordinate project scheduling, budgeting and administrative tasks;
- Facilitate project logistics such as meetings and project definition workshops;
- Keep updated project records;
- Process service provider payments and attend to queries thereof;
- Assist in the provider selection process;
- Conduct site visits;

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**Vision:** Cutting Edge Skills for Quality Public Services

**Mission:** Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

- Creating and maintaining good relations with other relevant organisations;
- In addition to these typical duties, may perform other duties as assigned and required.

### **Requirements:**

- A Diploma in Project Management or related field;
- At least 2 years' experience as a Project or Administrative Assistant/administrator;
- Administration and computer skills (MS Office);
- Experience and understanding of a SETA working environment;
- Strong service orientated approach;
- Interpersonal and communication skills;
- Must be able to use own initiative and handle pressure.

If you match the above profile, submit your application, a detailed CV and motivation for your appointment to the Human Resource Department, PSETA, PO Box 11303, Hatfield or hand-deliver to 353 Festival Street, Hatfield, Pretoria 0028 or e-mail to [recruitment@pseta.org.za](mailto:recruitment@pseta.org.za).

### **PLEASE NOTE:**

This is a fixed term position until the **31<sup>st</sup> March 2020**.

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele

Tel 012 423 5727/ 5740

### **Closing Date: 29<sup>th</sup> August 2018**

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment. People with disability are encouraged to apply.**

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