

PROJECT SPECIALIST

Salary: R 885 864,14 per annum plus benefits

Please Note: This is a fixed term position until 31 March 2030

The Public Service Sector Education and Training Authority needs to employ a suitably qualified Education and Training Project Specialist. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job profile:

To coordinate, plan, organise and direct different projects of PSETA, monitors the progress and completion to ensure that these projects are on time, on budget, and within scope.

Duties and responsibilities:

- Implement Annual Performance Plan and Operational Plan through effective and accurate reporting; monthly, quarterly and annually.
- Monitor the Unit's compliance with Laws, Regulations and Policies.
- Implement programmes that address skills identified in the SSP and occupationally directed programmes.
- Coordinate the Discretionary Grant Disbursement window.
- Contribute in the setting of standards and establishment of disciplines to manage the disbursement of Discretionary Grants and other donor funded projects in an objective manner in line with PSETA strategy.
- Implement project communication plan in alignment with the SSP and occupationally directed programmes.
- Implement the work integrated learning programme and the execution of partnership arrangements in line with the PSETA Annual Performance Plan.
- Ensure consistent monitoring of skills development partners of work integrated learning Programmes, as well as the processes, procedures, and activities.

- Coordinate with cross discipline team members to ensure the involvement and understanding with project requirements, deadlines, schedules and technical feasibility.
- Coordinate project deliverables to ensure that they adhere to quality standards as prescribed by PSETA.
- Contribute to the development of project systems, tools and verification techniques to manage changes in project scope, schedule, costs and project performance of PSETA.
- Contribute to departmental operational planning and implementation of processes, policies and procedures.
- Participate in procurement specifications and evaluation meetings and provides support in related processes and contract administration as required.
- Prepares and quality checks payments and makes the appropriate recommendations to management for payment processing.
- Support the administration of contract activities.
- Quality check internal submissions, external correspondences and prepares presentations for management review.

Requirements:

- B Tech / Bachelor's Degree in Business Administration, Project Management or a related field (NQF 7).
- Post graduate Degree in Business Administration, Project Management or a related field (NQF 8) Advantageous
- 5 Years' project management experience of which: 1-2 years should be at Supervisory level
- Knowledge and understanding of project management frameworks, processes and practices.
- Knowledge and understanding of the Skills Development Act; National Qualifications Framework Act; SAQA Act and Occupational Qualifications Sub-Framework Act.
- Project Management skills.
- Presentation skills.
- Basic research skills.
- Management and Supervision
- Time Management

- Decision Making
- Creativity/Innovation
- Conflict Management
- Adaptability/Flexibility
- Teamwork
- Interpersonal Relationships and Skills

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation via email with subject: Application for Project Specialist to recruitment@pseta.org.za.

PLEASE NOTE: Closing Date: 25 February 2026

Enquiries: Ms Phuti Phosa - **Call: 012 423 5700**

Please note that this is an employment equity position. All applicants are considered, however, preference will be given to people living with disability and Designated groups (Youth, Women and People with disabilities). In line with PSETA EE Plan.

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.**

