



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Coastal KZN TVET College is an equal opportunity employer. We pride ourselves as a centre of excellence. We seek to employ people with integrity, good self-esteem and strict discipline, with a passion for teaching young people. High moral values and dedication is what drives us.

APPLICATIONS ARE INVITED FROM SUITABLE AND EXPERIENCED CANDIDATES FOR THE POSITION OF NSF PROJECT COORDINATOR.

EXTERNAL ADVERT

VACANCY : ASSISTANT DIRECTOR: FACILITIES & INFRASTRUCTURE

SALARY LEVEL : 9

SALARY : R356 289 – R419 679 per annum + 37% IN LIEU OF BENEFITS

CONTRACT POST : 3 YEAR CONTRACT

REFERENCE : COASTALKZN-TVETC 09/2018

REQUIREMENTS:

- An appropriate bachelor's degree/National Diploma (NQF level 6/7) in Civil Engineering specialising in construction.
- A post graduate qualification in Project Management will be an added advantage.
- Position requires an individual with a conceptual understanding of the rules and standards governing the project administration and management and to ensure that the requirements for each project are spelt out by the job packaging/statutory requirements.
- Further requirements are risk management experience in project management.
- Good communication, written and spoken skills.
- Proficiency analysing and solving problems related to projects.
- Outstanding human relations, skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan.
- Strong ability to give attention to details as well as tested organizational skills.
- Strong knowledge and expertise in using modern information and communication technologies to projects.
- Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.)
- Knowledge of procurement processes.
- A driver's licence is a pre-requisite.

DUTIES:

- Managing the College Capital and Infrastructure grant.
- The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects.
- Responsible for the flow of information from college level projects supervisor (the organizational point where the service/project is required) to the team regarding the project in the Department of Higher Education & Training (Department/College).
- Make the arrangement for projects documentation on the recommendation and specification of the Department/College and ensure that specifications are met.
- Meet the project owner, ensure that appropriate specifications are set, or meet a higher standard.
- Update information on the project management tools.
- Make arrangement for the project completion based on specification of the project owner.
- Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstances, and in a responsive circumstance using leadership and management expertise.
- Plan, communicate, execute, supervise and roundup assigned projects.

APPLICATIONS SHOULD BE FORWARDED TO:

Coastal KZN TVET COLLEGE

P O Box 1795

AMANZIMTOTI

4126

FOR ATTENTION: The Principal, Mr SB Ndlovu

Or be hand delivered to Coastal KZN TVET College (Central Administration Office: HR Division), 50051 Mfundu Mngadi Drive, KwaMakhutha.

Enquiries: Mr RK Ramdev- Assistant Director: HRM Tel: 031-905 7060

DIRECTIONS TO CANDIDATES:

- **Applications must be submitted on a fully completed Z83 form, signed and dated and should be accompanied by a recently updated CV (inclusive of three contactable referees and contact details)**
- **Original certified copies (not older than three months) of all qualifications with academic transcript/record, ID document and driver's licence.**
- **Please quote the relevant reference number of the post you are applying for.**

- **NB: Applications received after the closing date as well as faxed or e-mailed applications WILL NOT be accepted.**
- **Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable), qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The college/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only.**
- **If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regards to race, gender and disability.**

CLOSING DATE: 30 November 2018 at 12h30