

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(MNAMBITHI TVET COLLEGE)**

- APPLICATIONS** : must be addressed for attention of HR Unit, Mnambithi TVET College, Private Bag X 9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith, 3370.
- CLOSING DATE** : 27 October 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
- OTHER POST**
- POST 37/19** : **PROJECT CO-ORDINATOR (NATIONAL SKILLS FUND) REF NO: NSF2023/09**  
Fixed Term Contract: 2 years  
(Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07) Plus 37%  
: Central Office  
: Grade 12/Senior Certificate or equivalent qualification plus a post-matric qualification in the field of Project Management and or in the field Accounting/ Business or Business Administration/ Management. Minimum of 2 years' project management experience. Experience in working with SETAs, Excellent verbal and written communication skills. Capacity to manage high stress situations. Ability to multi-task and manage various project elements simultaneously. Big-picture thinking and vision with excellent leadership skills. Valid driver's licence. Advanced MS Office proficiency in Outlook, Word, PowerPoint and Excel. Knowledge of policies governing the public sector, PFMA and treasury regulations.
- DUTIES** : The project co-ordinator will be responsible for planning, overseeing and leading the NSF projects from commencement through to completion. He/she will be required to interact with a range of internal and external stakeholders involved with the NSF project. Oversee the compilation of performance and financial reports. Present reports to the relevant stakeholders. Participate in NSF verification processes. Track the NSF budget spending and report accordingly. Lead the NSF project planning sessions. Co-ordinate staff and internal resources. Manage NSF project progress and adapt work as required. Ensure NSF projects meet deadlines as per the NSF requirements. Manage relationships with clients and stakeholders. Design and facilitate the signing off on contracts and other relevant documents. Oversee all NSF related incoming and outgoing project documentation. Conduct project review and draw detailed reports as and when needed. Managing large and diverse teams and work collaboratively with all units at the college.
- ENQUIRIES** : HR Section Tel No: (036) 631 0360