

EMPLOYMENT OPPORTUNITY



The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and micro-finance industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BSPOSPEC072021
Job Title:	Specialist: Project Office
Job Band:	C
Reporting Line:	Manager: Project Office
Full-time/Part-time/Contract:	Full Time
Location:	Gauteng - Centurion (Head Office)

Remuneration: : R 509 881,50 to R 645 849.90 CTC per annum.

The purpose of the role:

To provide administrative and strategic support to BANKSETA's Project Executives and Managers pertaining to the implementation of all projects.

Main Responsibilities:

- To provide project administration support to BANKSETA Project Executives according to the BANKSETA Discretionary Grant Policy and Quality Management System (QMS);
- To continuously update project records (both hard copy and electronic) to reflect the correct project status;
- To monitor the performance information and check on project claims/invoices against contracts deliverables and flag non-compliance.
- To compile and report to the Project Management Committee on the financial commitments pertaining to all projects on a monthly basis;
- To report on the risk management plans for each project monthly;
- To assist with coordination of the Quarterly DHET Performance Information reporting
- To liaise with other support departments like Finance, IT, SCM and Corporate Services to ensure that all aspects of project administration support are integrated and seamless for internal clients;
- To comply with all mandatory activities of the business such as responding to both internal and external audit requests; management of project budgets and expenditure and ensuring that the information required is readily available at the time of audit.

Competencies:

- Organising and Executing
- Writing and reporting
- Teamwork
- Presenting and communicating
- Problem solving and decision making
- Analytical mind

Knowledge and Skills Required

- PFMA, SDA; SDLA; Grant Management; Project management and financial management.

Minimum Requirements

- Bachelor's Degree in project management or similar
- 4 years project management experience
- 3 years administrative experience

Ideal

- Knowledge of Prince II & SETA experience would be an added advantage

Closing date for applications: **20 July 2021 at 16h30**

Please direct all applications projectspecialist@bankseta.org.za

Please use the reference number of this advert (BSPOSPEC072021) when applying.

Note: Preference will be given to candidates who meet BANKSETAs Employment Equity Plan. White and coloured males/females are encouraged to apply.