



<b>POST</b>	<b>: Project Co-Ordinator</b>
<b>LOCATION</b>	<b>: Central Office (Ormonde)</b>
<b>REF No</b>	<b>: Project/11/2023</b>
<b>CLOSING DATE</b>	<b>: 05 December 2023</b>
<b>SALARY NOTCH</b>	<b>: R 294 321.00 per annum (Level 07), plus 37% in lieu of benefits</b>
<b>DURATION</b>	<b>: Three (3) year contract</b>

**REQUIREMENTS:** Grade 12 or equivalent qualification and an appropriate NQF Level 06 Qualification and or SETA/Skills Qualifications, a Valid Driver's Licence. Certificate in Project Management or Office Administration will be an added advantage. End user/ computer certificate will be an added advantage. Knowledge and understanding the SETA, assessment/ moderation processes and reporting. 3-5 years' experience in a similar role. Experience in Training and skills environment with understanding of assessment and moderation process.

**DUTIES:** Recruitment of learners, Administer the induction consolidating, ensuring portfolio of evidence of the facilitators/ learners are compiled for compliance with the quality Councils, ensure that the assessment reports received are processed and safely filled, uploading of learners and their results on / quality Councils SETA database system, Handling the certification of learners with relevant ETQA Distribution of tools, Learning material and PPE, Liaise with SETA, service providers and other divisional managers on matters regarding learners / students, Monitoring of learners on sites and in learning, prepare invoice for the funders, Consolidating reports for monthly or scheduled reporting administer/ Prepare all project meetings, Consolidate project data for monthly and quarterly reporting, Reconcile monthly project expenditures. Assist in the compilation report on finances of the project to funder, Capture student monthly stipend claims on excel and prepare them for submission to procurement and finance for payment. Responsible for projects office clerical functions like faxing, printing, photocopying of documents, telephone enquiries and safe keeping of documents.

**APPLICATIONS:** Applications must be addressed to: [HR.GCETC@Dhet.gov.za](mailto:HR.GCETC@Dhet.gov.za)

**NOTE:** The successful candidate will have to sign a contract. **Applications must be submitted on a new Z83 form**, obtainable from any Public Service Department or DPSA website which must be completed in full and originally signed, accompanied by a certified copy of qualification(s),

**Identity Document (certified in the last 06 months). Provide proof of citizenship if not RSA citizen, a Comprehensive CV indicating duration of appropriate experience and three (3) reference person with the following information: Name and contact numbers, an indication of the capacity in which reference is known to the candidate. Reference checks will be done during the selecting process. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Higher Education and Training, Gauteng CET College reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ verification. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests. Persons with disabilities are encouraged to apply. The Gauteng CET College comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. Submission through Fax will not be accepted.**

**ENQUIRIES: Mr AS Taumang: 010 900 1160, [Taumang.S@dhet.gov.za](mailto:Taumang.S@dhet.gov.za)**

**Mr M Maboe : 010 900 1168, [Maboe.M@dhet.gov.za](mailto:Maboe.M@dhet.gov.za)**



**Mr AS Taumang**

**Acting Principal: Gauteng CET College**

**Date: 27/11/2023**

**Gauteng Community Education and Training College**

Head Office: Block D, 2<sup>nd</sup> Floor, Crown wood Office Park, 100 Northern Parkway Ormonde 2091

Tel: 010 900 1161

Email: [Taumang.S@dhet.gov.za](mailto:Taumang.S@dhet.gov.za)