



## PROJECT ADMINISTRATOR (Payclass 08)

### PROGRAMME MANAGEMENT PROPERTIES & SERVICES

We invite applicants for appointment of a Project Administrator. Positioned with the Programme Management team, the incumbent will provide administrative support to the team by ensuring accurate and timeous preparation and management of data, reports, budgets and financial administration related to all projects.

#### Requirements:

- NQF Level 6 qualification in Quantity Surveying or Commerce, encompassing project accounting.
- Minimum 3 years' experience in supporting construction projects and performing construction project administration.  
This experience should specifically include data management, reporting, budget, and financial administration.
- Exposure to accounting systems such as SAP
- Self-motivated and to work on projects independently
- Computer literacy at an intermediate level, Microsoft Excel, Microsoft Word, Microsoft Project,
- Numeracy Skills
- Excellent Report Writing Skill
- Excellent written and verbal communication Skills.
- Presentation skills
- Able to work under pressure

#### Responsibilities:

Your duties will include, but not necessarily be restricted to:

- Prepare, review, and manage project data. Review various outputs of SAP and other project tracking software and ensure integrity and accuracy of these reports, liaising with Finance where necessary to correct errors.
- Gather and consolidate progress information to report to various bodies within the reporting structures of Properties and Services UCT
- Manage, update and report on professional appointment and contractor database.
- General and office administration such as minute taking.

The annual cost of employment, including benefits is **R352 786 and R415 041**

**To apply**, please e-mail the below documents in a **single pdf file** [p&srecruitment@uct.ac.za](mailto:p&srecruitment@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Letter of Motivation, and
- Curriculum Vitae (CV) with 3 x referees or testimonials

Please ensure that the job title (**Project Administrator**) and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted. Only shortlisted candidates will be contacted and will be required to undergo a competency assessment.

**Reference number:** E21127

**Closing date:** 26 November 2021

*UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf).*

UCT reserves the right not to appoint.