



## Project coordinator: chemicals and waste economy (CWM02/2018) (4 year contract)

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**Salary:** All-inclusive package of R779 295 per annum. The package to be structured in accordance with the rules for MMS

### Requirements:

- An appropriate 3-year Bachelor's degree /National Diploma in Project Management/ Business Management or equivalent relevant qualification.
- Extensive experience in project management.
- Sound organising and planning skills,
- Sound knowledge of government financial management prescripts and policies,
- Extensive experience in administration and financial management,
- Sound organising and planning skills, Good communication skills, Good interpersonal, Coordination and stakeholder management skills, Good analytical skills.

### Duties:

- The successful candidate will coordinate the project implementation of Delivery Unit initiatives and facilitation of daily processes and functions of Delivery Unit: Chemicals and Waste Economy, by performing the following key functions:
  - Provide project implementation support to the Delivery Unit management,
  - Analyse all progress reports from Delivery Unit Implementers,
  - Coordination of progress review meeting and syndications,
  - Draft progress reports for high level reporting to DG and Inter-Ministerial Committee,
  - Oversee and render project management support and coordinate day-to-day function and operations in the Delivery Unit,

- Coordinate the Delivery Unit financial planning process,
- Oversee the procurement process, Prepare monthly and quarterly expenditure report, Provide executive support on all Delivery Unit events.

**Enquiries:** Ms J M Musekene; Tel: (012) 399 9407

**Closing Date:** 23 July 2018

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- All applications must be submitted on a signed **283 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.
  - **Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria, marked for attention: Mr Gerald Ntshane/Ms Sibongile Zungu.
  - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
  - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
  - Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
  - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
  - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
  - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
  - The Department reserves the right not to make an appointment.
  - No e-mailed, faxed or late applications will be considered.
  - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.