

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT

POSITION : PROJECT COORDINATOR
SECTION : HOUSING AND ADMINISTRATION
REFERENCE : EDP/PR/5/11/24
REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 5 OF
MERAFONG CITY LOCAL MUNICIPALITY(R 465 496.63 PER ANNUM,
EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 • Computer Literacy; MS Office • A relevant tertiary qualification in Project Management. • 0-2 years relevant experience required • Code EB drivers licence.

RESPONSIBILITIES: Organizing and managing the various parts of a project to ensure its success, this includes assigning and monitoring daily tasks and communication, as well as creating reports and updates for the project manager and other members of management. • Handling administrative tasks for the project manager and team members to keep the project running smoothly, this may include ordering equipment and supplies, managing deadlines and workflow, and scheduling meetings and appointments. • Monitoring project progress and coordinate project team members/resources to ensure completion of tasks/goals within established deadlines. • Developing and track project budget and report discrepancies/variances to project manager and appropriate stakeholder. • Developing and implementing office management systems that facilitate in the smooth operation of the office and support a pleasant working environment. • Maintain the diary and meeting schedules for the Coordinator Project Manager and Management. • Managing the procurement requirements. • Sourcing and booking venues and meetings rooms when required. • Rendering support and assistance to all strategic planning, monitoring, and evaluation-related functions. • Drafting, receiving approvals and distribution of relevant documentation (agenda's, minutes, report, presentations etc.) for meetings as required. • Oversee storage and maintenance of existing documents within the document management.

COMPTENCIES: Functional/Professional competencies • Discipline Specific Skills • Financial Management • People Management • Planning and Organising • Monitoring and Control • Organisational Awareness • Attention to Detail • Directing Setting • Dispute Resolution • Problem Solving • Negotiation • **Public Service Orientation Competencies:** Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies:** Action and Outcome Orientation • Resilience • Cognitive Ability • Change Readiness • Learning Orientation • Accountability and Ethical Conduct.