



SCI-BONO DISCOVERY CENTRE NPC

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C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

Project Administrator: SSIP X 4 (PERMANENT)

JOB PURPOSE

Support the SSIP Programme

PRINCIPAL ACCOUNTABILITIES

1. Coordinate provincial meetings, workshops and events.
2. Manage the tracking grid for all submissions and required project documents.
3. Manage the onboarding of tutors and site managers on the Fusion software.
4. Training Stakeholders on the use of the Fusion software.
5. Design project templates to ensure consistency when collecting data.
6. Collect; capture; analyse and collate project data to ensure that all information and documentation is accurately recorded for reporting to GDE.
7. Compile expenditure reports for the districts to curb over expenditure.
8. Receive, analyse, capture, and consolidate learner numbers of data per district for planning.
9. Cost, Draft RFQs, RTPs for procurement of all SSIP related material and services.
10. Communicate, verify and process claim forms from service providers for payment.
11. Manage queries and correspondence from stakeholders.
12. Coordinating activities and operations to ensure efficiency and compliance with company policies.
13. Perform troubleshooting to resolve system problems.
14. Providing technical support (help desk) to all stakeholders.

BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomndeni Banda
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsobi (CEO)

15. Receive and quality assure the tutor and site manager sessions for payment.
16. Verify and update employee records when necessary for payment purposes.
17. Manipulate data to ensure that it is compatible with Sage for payment purposes.

Minimum Requirements:

- Matric
- National Diploma in business administration, management or a related field
- Project management certifications: Certified Associate in Project Management (CAPM), project management professional (PMP) or similar

Experience

- 3 to 5 years' experience in project administration

Knowledge / Skills

- Effective time management
- Good multi-tasking and organizational skills.
- Scheduling and time management
- Analytical thinking and problem solving.
- Effective Communication
- Risk Management.
- Knowledge of intermediate clerical, operational or customer relation skills.
- Good computer skills- Word, Excel, Outlook and Access
- Good literacy and numerical skills
- High level of accuracy when handling data.
- Self-disciplined, work overtime and under pressure with minimal supervision
- Problem solving
- Self-disciplined, work overtime and under pressure with minimal supervision.
- Project management experience

The Sci-Bono Discovery Centre is an equal opportunity employer. Interested and qualified candidates are invited to email or fax a concise CV to the: Human Resources Office recruitment.sci-bono@sci-bono.co.za with Reference Number: REC/VR_202310

Closing date: 02 August 2023.

Disclaimer: Communication will be entered into with short listed candidates only.