

TRANSFORMATION PROJECT COORDINATOR X2 **(Basic Salary + Benefits: R 445 005.54 per annum)**

The Council for the Built Environment (CBE), located in Hillcrest, Pretoria, has the above permanent position available for immediate appointment.

JOB PURPOSE

To provide project/programme coordination and support services throughout the programme / project /service life cycle of all CBE transformation programmes.

KEY RESPONSIBILITIES:

1. PROGRAMME COORDINATION

- Coordinate project activities of planning, monitoring and control as delegated by the Project Lead to ensure successful delivery of the project.
- Provide Project coordination and support in order to ensure smooth running of the project.
- Coordinate Project governance activities, including meeting arrangements, preparation of presentations, risk management, issue management, quality control.
- Provide coordination support to ensure the execution of the project against the prescribed CBE project management methodology.
- Assist the project line management to monitor and control the project's financial expenditure and revenue to ensure delivery of the project expenditure and revenue to ensure delivery of the project within budget.
- Assist in the facilitation of the implementation of programme plans through the established project advisory committees(TCFs).
- Adhoc duties

2. STAKEHOLDER MANAGEMENT

- Maintains regular contact with stakeholders.
- Establishes and maintains effective working relationships.
- Solves problems creatively whilst demonstrating a high level of integrity.

- Maintains professional relationships that meet CBEs' core values.
- Maintains effective and efficient communication channels.
- Manages relationships in accordance with policies and procedures and legal requirements.

REQUIREMENTS AND COMPETENCIES:

- National Diploma in Built Environment qualification and/or equivalent (NQF Level 6).
- Any certification in programme / project management will be advantageous.
- 3 years' experience in a project/programme management environment, coupled with programme/project administration and support.
- Preference will be given to candidates with Programme / Project management experience within the Built environment.
- Stakeholder relations experience will add as an added advantage.
- Registration with relevant professional body is required.
- Typing
- Business English
- Keeping Minutes
- Coordination
- Excellent verbal & written communication skills
- Interpersonal
- Problem Solving
- A valid driver's license

Applications must be submitted, with a detailed CV quoting the title of the position, by e-mail to hradmin@cbe.org.za by 19 May 2023. Applicants not contacted within four (4) weeks of the closing date should consider their application unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

People with disabilities are encouraged to apply.

The CBE is committed to achieving and maintaining diversity and equity employment, especially of race, gender, and disability.

