

## ADMINISTRATOR: SPECIAL PROJECTS

REFERENCE: ASP2024

*Basic Salary: R361 546.99 (Excluding Benefits)*

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

### MINIMUM REQUIREMENTS AND COMPETENCIES

- NQF-6 Qualification in Business Administration, Project Management, or a related field
- Minimum of 2 years of experience in an administrative or project support role
- Public Sector administrative experience will be an added advantage

### KEY RESPONSIBILITIES

#### 1. ADMINISTRATIVE SUPPORT

- Facilitate the completion and submission of all project administrative requirements, ensuring compliance with established processes and obtaining the necessary approvals.
- Assist in the planning, coordination, and execution of special projects and skills development initiatives.
- Prepare and manage documentation, including reports, presentations, and correspondence.
- Maintain accurate records and databases for all projects and programs.
- Schedule meetings, prepare agendas, and take minutes for project-related meetings.
- Coordinate travel arrangements and logistics for project team members and stakeholders

#### 2. PROJECT COORDINATION

- Maintains project master schedule and supports the Manager(s) on the achievement of project outputs.
- Compiles a database of stakeholders and contact details.
- Schedules project meetings and circulates project documentation before meetings.
- Records and distributes project meeting minutes to relevant stakeholders.
- Tracks and manages contemplated changes with stakeholders.
- Uses project scheduling and control tools to monitor project plans, work hours, budgets and expenditures.
- Tracks progress and quality of work being performed in line with project deliverables.
- Keeps Manager(s) informed on project status and alerts stakeholders to project risks.

- Monitors project costs to prevent overspending.
- Prepares monthly and quarterly project status reports and submits them to the Manager (s).
- Prepares and submits project close-out reports to the Manager (s) for sign-off.

### 3. SKILLS DEVELOPMENT SUPPORT

- Assist in the coordination and administration of skills development programs and initiatives.
- Support the development of training materials and resources in collaboration with the Skills Development Unit.
- Monitor and report on the progress of skills development activities and initiatives

### 4. STAKEHOLDER RELATIONSHIP MANAGEMENT

- Establishes and maintains effective working relations with Unit Managers.
- Act as a point of contact for internal and external stakeholders, ensuring timely and effective communication.
- Build and maintain relationships that meet CBEs' core values with stakeholders to support project objectives and skills development goals.
- Address stakeholder inquiries and provide information as needed to foster positive relationships.
- Solves problems creatively whilst demonstrating a high level of integrity

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**HOW TO APPLY:** Suitably qualified and experienced candidates are invited to submit a **comprehensive CV** with at least **three contactable references** and a fully completed employment **application form** obtainable on link : [☐ Employment Application Form](#) must be emailed to [hradmin@cbe.org.za](mailto:hradmin@cbe.org.za), quoting reference no: **ASP2024**

**NB:** Applications without the reference number as a subject/heading, CV, and fully completed employment application form will be disqualified. 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). The

***The CBE is committed to achieving and maintaining diversity and equity employment, especially of race, gender, and disability. Preference will be given to candidates from under-represented designated groups (Coloured Males and Females, African Females and Males, and People with disabilities).***

***NB: Persons with disabilities are encouraged to apply. The CBE reserves the right not to make an appointment.***

**Closing Date: 25 October 2024**