

UNIVERSITY OF SOUTH AFRICA

CALL FOR EXPRESSION OF INTEREST

PORTFOLIO: STRATEGY RISK AND ADVISORY SERVICES
DEPARTMENT: PLANNING AND QUALITY ASSURANCE

PROJECT MANAGERS (15)

(To form part of a panel of Independent Contractors providing Project Management services to the University "as and when" required over 33 months – This is not a full time position)

(Ref: DPQA/NM/IC/March2018-)

Responsibilities of members appointed on a panel of approved Project Managers include:

- ✓ Coordinate and administer the institutional projects through the balanced administration of scope, quality, effort, risk and schedule
- ✓ Assist with the conceptualising of a project rationale and objectives in line with the prescribed criteria, specifying resources required and coordinating when needed the efforts of team members and third party contractors or consultants in order to deliver projects.
- ✓ Help build and maintain a university wide project management philosophy and approach.

Requirements

- A relevant Bachelor's degree or Honours degree or BTech or Postgraduate Diploma or Advance Diploma
- At least eight years' relevant experience in project management
- Specialisation in Project Management and Financial Management
- Relevant exposure to Oracle Finance;
- An understanding of the project management philosophy and methodology

Skills, knowledge and capabilities

- Proficiency in English (verbal and written)
- Excellent financial analysis and interpretation skills
- Strong management, facilitation and presentation skills
- Good planning, co-ordination, decision taking and networking skills
- Excellent interpersonal and communication skills
- Knowledge of project governance, risks, standards, budgeting, costing and reporting
- Experience in Project Management methodologies, tools and techniques
- Knowledge of resource mobilisation, planning and management
- Ability to foster collaboration and teamwork
- Ability to work in a multiple project environment
- Assists in devising project plans and budgets in line with intended purpose and outcomes
- Promote a well governed project environment through proper planning, coordination and administration of projects
- Assists in devising a comprehensive project reporting regime.
- Promote and instil a project management culture through the transfer of skills and knowledge
- Ensure and maintain professionalism with all stakeholders
- Ensure adherence to project milestones and timelines

Assumption of duty : As soon as possible

Remuneration : R500.00 per hour for 300 hours per year (Commensurate with number of hours worked)

Closing date : **15 June 2018**

- The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;
 - all educational qualifications,
 - identity document; and
 - proof of SAQA verification of foreign qualifications (if applicable)
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, one of which must be from your present line manager.
- The prescribed application form is attached to the bottom of this advert.
- UNISA is not obliged to fill an advertised position.
- Late, incomplete and incorrect applications will not be considered.
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*

Applications must be submitted in an envelope clearly marked with the name of the relevant College and/or Department, the position applied for and the reference number of the position. If you apply for more than one position, each application must be in a separate envelope.

Applications must be posted to Unisa, HR: Staffing (Project Managers Position), PO Box 392 Unisarand 0003

Hand delivered applications (marked Project Managers) can be deposited into the Application Box (Theo van Wijk Building, Main Entrance or at the Main Entrance, OR Tambo Building, 3rd Floor) situated at Muckleneuk Campus: OR Tambo Building, Main Entrance.

All applications should reach UNISA before 16h00 on the closing date.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement please accept that your application was not successful.

CONFIDENTIAL



PO Box 392
UNISA
 0003
 South Africa

APPLICATION FOR AN INDEPENDENT CONTRACT

IMPORTANT: Applicants are requested to complete the form in **full**

- Write or print in black ink only
- Attach certified copies of official statements of subjects and symbols, diploma or degree certificates conferred
- Originally certified copies of qualifications and identity document **MUST** be attached to the application form
- Should you wish to apply for a post in more than one department, complete a separate form for each position
- Applications will only be considered for advertised posts
- Late, incomplete and/or incorrect applications will not be considered
- Send the completed application form to the address indicated in the advertisement

1. PERSONAL PARTICULARS

Surname							
Full names							
Identity number					Unisa student no		
Race <i>(Mark with x)</i>	African	Coloured	Indian	White	Gender	M	F
Are you a South African citizen?						Yes	No
If you are not a citizen by birth, please indicate the date you acquired your citizenship							
Permanent residence status						Yes	No
If you have permanent residence status, please indicate the date you acquired permanent residence							
If you are a foreigner please provide the following <i>(Certified copies of documents must be attached)</i>							
Passport no		Country of issue		Expiry date			
Work visa no		Type of visa		Expiry date			
Are you a person with a disability?						Yes	No
If yes, please provide further details							

Residential address				Postal address			
			Code				Code
Telephone no	Home		Work				Fax
Cell			e-mail				

2. PARTICULARS OF POST APPLIED FOR

Department					
Reference no			Job title		

3. DETAILS OF PRESENT POSITION *(if applicable)*

Employer			Address		
Position			Period of employment		

4.1 RELEVANT OCCUPATIONAL EXPERIENCE *(Attach CV)*

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

4.2 OTHER OCCUPATIONAL EXPERIENCE

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

10. Applicants are required to indicate to what extent their qualifications and experience meet the requirements of the post. Please structure your response according to the requirements as set out in the advertisement:

11. ADDITIONAL INFORMATION

Furnish any additional information which you regard as relevant in support of your application	

12. REFERENCES (*Contactable*)

	Relationship to applicant	Institution/organisation/employer	Telephone/fax-e-mail

13. CRIMINAL CASES/OFFENCES

Have you ever been found guilty of a criminal offence?		Yes	No
If yes, please provide further details			
Have you ever had a sentence imposed? (mark with an x)			
	Period (eg 2 years)	From	To
Imprisonment			
Suspended sentence			
Admission of guilt	Date	Amount	
Other			

Is there any criminal, civil or disciplinary action pending against you?	Yes	No
If yes, please provide further details		
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Have you ever been found guilty of misconduct at a previous employer?	Yes	No
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14. DECLARATION BY APPLICANT

I, hereby declare that the information I have provided on this form is correct and give consent that references maybe contacted and credentials verified.

Date:

Signature: