

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: QUALITY ASSURANCE AND ENHANCEMENT
DIRECTORATE: PROJECT MANAGEMENT OFFICE

PROJECT MANAGER: NGAP and other DHET Projects
(P6) X 1 POSITION - ONE (1) YEAR FIXED TERM
CONTRACT (MUCKLENEUK CAMPUS)

(REF: DQAE_Project_Manager/P6/NV/2025)

To manage and coordinate Ngap and other DHET projects funded by the Department of Higher Education and Training (DHET). The manager must ensure the high quality and timely execution, monitoring and reporting of the projects. The manager must ensure the effective functioning of the Project Management Office (PMO) and project deliverables are met as per the approved plan and provide support to the Acting Programme Manager and the Project Managers. Managers must build and maintain a university-wide project management culture through an institutionally accepted project management philosophy and approach

This is a fixed-term position for the specific project period.

Minimum Requirements:

Qualification(s):

- Honours degree or BTech or Postgraduate and project management certificate

Experience:

- Six (6) years of relevant experience in Project Management and DHET projects

Key Performance Areas:

- Planning, Executing and Monitoring Ngap and Other DHET Projects
- Reviewing Financial Report monthly
- Loading project information on the Project Online Web
- Reporting
- Training Project Leaders and Administrators

Technical Competencies:

- Knowledge and experience of Project Management
- Knowledge of project planning, execution, monitoring and evaluation
- Knowledge and ability of monitoring and evaluation
- Ability to prepare progress reports
- Ability to prepare closing reports
- Ability to communicate professionally by e-mail/correspondence/verbal or non-verbal with colleagues/clients
- General management (including knowledge of applicable policies and procedures)
- Team Supervision
- Asset Management
- MS Office applications

Duties and Responsibilities:

- Planning, Executing and Monitoring Ngap and other DHET projects
- Reviewing Financial Report Monthly
- Loading project information on the Project Online Web
- Reporting
- Training project and administrator

Assumption of duty : *as soon as possible*

Remuneration : Remuneration is commensurate with the seniority of the position

Closing date : **18 March 2025**

Enquiries: Human Resources: Contract Appointments
(HR Practitioner – Mrs. NM Van Vuren)
(012) 429 2066

Project Management Office
Ms Mathatho Makuka
(012) 429 6228

- Applications can be forwarded by email to ProjectMng@mylife.unisa.ac.za
- The detailed advertisement can also be viewed on the Unisa website: <https://www.unisa.ac.za/vacancies>

The completed prescribed application form attached herewith must be accompanied by a Comprehensive Curriculum Vitae and Certified Copies (within the previous three months) of;

- identity document;
 - all educational qualifications;
 - academic transcripts/records;
 - 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 employer excluding your current line manager if you are an internal Unisa applicant
 - 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

We welcome applications from persons with Disabilities



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 the closing date of this advertisement, please accept that your application was not successful.

CONFIDENTIAL

PO Box 392
UNISA
 0003
 South Africa



APPLICATION FOR A FIXED-TERM 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				

11. ADDITIONAL INFORMATION

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

12. REFERENCES (Contactable)

Name	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			
Have you ever been found guilty of misconduct at a previous employer?		Yes	No

14. DECLARATION BY APPLICANT

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

CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013

- I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Unisa of any changes in my personal information.
- I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto and I have taken note of advice which may be applicable to employees in general.
- I, as an employee of Unisa or an applicant for employment at Unisa, hereby consent that Unisa may collect, use, distribute, and process my personal information for its business purposes, which may include, but is not limited to:
 - internal administrative processes pertaining to my employment at Unisa;
 - conducting criminal, credit and reference checks; and
 - institutional and scholarly research.

- 4 I also consent that Unisa may share my personal information with other Universities of South Africa, the Department of Higher Education and Training, the South African Qualifications Authority, Qualification Verification Agencies, Internal and External Auditors, legislative requirements, e.g. the South African Receiver of Revenue, Department of Home Affairs, Department of Labour, Banks, service providers offering Unisa employees various services as part of employment benefits such as relevant retirement fund and group life insurance, their appointed administrator(s), recognised medical aid schemes, the risk-benefit insurers, external survey and benchmarking organisations, employee development service providers, legal entities which may lawfully require such information for legal obligations and/or investigations and third parties rendering communication facility on behalf of the university.
- 5 I understand that in terms of the Protection of Personal Information (POPI) Act and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is publicly available.
- 6 I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 7 I confirm that I have read the notice and understand the contents.

Note: The nature of personal information collected can be viewed in the Personal Information Inventory Lists published on the Unisa webpage at www.unisa.ac.za

Date:

Signature: