



**City of Johannesburg**  
Pikitup

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## VACANCY: PROJECT ADMINISTRATOR

**Date of the advert: 23 June 2023**

**Closing Date for application: Tuesday 07 July 2023**

Position : Project Administrator  
Department : Waste Minimisation Strategy and Projects  
Location : Head Office  
Level : Task level 10/C2  
Reporting to : Senior Manager: Capital Planning and Execution

### The purpose:

To ensure that administration in the CPE department is effectively carried out and Capex budget is spent within the planned timeframe; ensuring adherence of all processes around administration and Capex budget to the Company's Policies and Procedures; while the incumbent adopts basic management's requirements, i.e. Planning, Organising and Controlling.

### Key Responsibilities:

- ✓ In charge of administration duties in the department.
- ✓ Provide administrative support to Senior Manager: CPE and Project Managers (Planning and Project Execution).
- ✓ Project administration.
- ✓ Create projects on SAP.
- ✓ Create requisition numbers for each payment certificate and obtain purchase order from SCM Department.
- ✓ Record all payment certificates for the controlling of expenditure per project.
- ✓ Keep records of all payment certificates as submitted to Finance Department for payment;
- ✓ Follow up on payments and/or queries.
- ✓ Create payment certificates for other departments (IT, Facilities), using Capex.
- ✓ Control Capex budget on internal control sheet and spreadsheet.

**Non-Executive Directors:** Maxwell Nedzamba (Chairperson), Thabiso Kutumela, Thabo Sibeko, Malewa Radebe, Sheshile Nkwanyana, Dineo Majavu, Bangani Mpangalesane, Ndivhuho Sekoba, Marvelous Ndlovu, Ntona Marota, Simon Shi, **Managing Director:** Ms. B Njingolo, **Chief Financial Officer:** Mr. L Matsila, **Company Secretary:** Ms C Louw **Auditor:** Auditor-General of South Africa Registration Number: 2000/029899/07

- ✓ Payment of invoices. Record submission of Preliminary Design Reports (PDR's), building plans, SDP for approval.
- ✓ Maintenance of folders on common drive (CPE folder) for effective filing purposes and accessibility of information to the department.
- ✓ Monitoring filing for project managers, ensuring that reports monthly, quarterly, Exco, Opsco etc and other documents are filed accordingly.
- ✓ Keeping records of completion certificates per financial year.
- ✓ Coordinate logistical needs and needs of new staff.
- ✓ Scheduling of meetings and workshops.
- ✓ Consolidate information for project meetings.
- ✓ Arrange functions and team sessions.
- ✓ Take minutes of all meetings.

**Minimum Requirements:**

**Minimum Qualifications:**

- ✓ Grade 12.
- ✓ 3 years National Diploma in Project Administration and other related qualifications. (NQF level 6).

**Minimum Experience:**

- ✓ 3 years' experience in Project administration with knowledge of SAP.
- ✓ 3 years' experience in Project administration, background of financial admin and understanding of civil engineering field.

**Required Competencies:**

**Knowledge:**

- ✓ Knowledge of MS Office systems used in the department.
- ✓ Understanding of Policies and Procedures of the organisation.
- ✓ Project schedule development.
- ✓ Project Management discipline.

**Skills:**

- ✓ Diligence, highly attentive to detail, alert with good verbal and written communication skills.
- ✓ Responsibility.
- ✓ Attention to detail.
- ✓ Ability to work independently and self-reliant.

- ✓ Integrity and honesty.
- ✓ Administrative skills.

### **Behaviours**

- ✓ Planning, coordination and organising.
- ✓ Tolerance.
- ✓ Flexibility.
- ✓ Confidentiality.

### **Particulars of advertiser:**

Interested **applicants** must submit a comprehensive CV together with certified copies of identity document and qualifications to [recruit082023@pikitup.co.za](mailto:recruit082023@pikitup.co.za) by no later than the **07 July 2023**. No late applications will be considered. Please ensure that the correct position is inserted in subject line of email. For enquiries contact **Shirley Tjiane 087 357 1086**.

- Please quote the above position name on all correspondence relating to this circular/ advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.
- By submitting your application for a position at Pikitup, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

**PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES)**