



**UNIVERSITY OF  
ZULULAND**

The University of Zululand subscribes to the principles embedded in the Employment Equity Act

**PHYSICAL PLANNING AND OPERATIONS  
PROJECT ADMINISTRATOR  
THREE (3) YEAR FIXED TERM CONTRACT – OUTSIDE FUNDED  
REFERENCE NUMBER: 2022/07/TE54  
GRADE 9**

To provide effective administration services to the project management office. Assists the Delivery Client Manager with the day-to-day operational needs with respect to project delivery. Plays a major role in terms of information gathering and dissemination regarding project status updates and tracking.

**KEY ACTIVITIES**

- Office administration.
- Project administration.
- Contract Management.
- Financial Management.

**MINIMUM REQUIREMENTS**

- Diploma in Commerce, Business Management / Administration.
- Three (3) years of experience in general administration.
- Driver's license Code 08

**ADDED ADVANTAGE**

- Experience in Higher Education environment.

**OTHER REQUIREMENTS**

**Knowledge**

- Programme and Project Management.
- Performance Management.
- Planning and operations.
- Policy / Regulations and Acts.

**Skills**

- Communication
- Interpersonal
- Analytical thinking
- Language proficiency

**Behavior / Attributes**

- Displays high level of technical competence.
- In control of emotions.
- Attention to detail.
- Maintains high ethical standards personally and professionally.

**CLOSING DATE: 24 July 2022**

To apply please log on to **PNET** ([www.pnet.co.za](http://www.pnet.co.za)) and submit your application. **The University will not accept any applications directly or through any other means.**

**Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.**

Please note in terms of the Universities recruitment policy preference will be given to **SOUTH AFRICAN CITIZENS**. UNIZULU is committed to employment equity and equal opportunity.

Kindly Note:

**Communication will be entered into with shortlisted candidates only.**

The University reserves the right not to make an appointment in the position as advertised.