To administer the documentation of project infrastructure records in line with various legislation requirements. To manage documentation compliance to contractual terms by contractors and built environment professionals during implementation of projects. To manage project management documentation in terms of the Project Management System.

REQUIREMENTS:

- M + 3
- A minimum of 6 years relevant administration experience with at least three years in a project management environment.

KEY COMPETENCIES:

Skills
- Strong administrative skills
- Document management skills
- Well-developed communication skills
- Strategic and lateral thinking
- Complex problem solving skills
- Ability to function at policy and senior levels of management
- Excellent People Management skills
- Project management skills
- Crisis management
- Strong written and verbal communications skills
- Strong Microsoft Office Skills, especially Excel

Personal Attributes
- People orientated, hard worker, responsible, reliable, creative and innovative.
- Respectful, honest, punctual and understand protocol.
- Proven attributes of transparency, integrity and teamwork.

Candidates who meet the minimum requirements are invited to apply for the advertised positions. Remuneration will be commensurate with the level at which incumbents of these post will be expected to perform.

It is compulsory that all applications have the following documents:

- UMP application form for employment (is accessible on www.ump.ac.za)
- Letter of application (that provides detailed information on how the applicant meets the requirements for the position)
- A comprehensive CV
- Certified copies of relevant qualifications, ID and appropriate references.

Failure to comply with the requirements on your application, will automatically disqualify your application. All applications should be sent to: Electronically to: umprecruitment@ump.ac.za, or post to Private Bag x11283, Mbombela, 1200 or hand delivered physically at the University of Mpumalanga.

If UMP has not responded within eight weeks of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into with shortlisted candidates. It is the intention of the university to promote representivity in respect of race, gender, and disability through the filling of this post.

Enquiries and details regarding this post may be directed to Human Resource Management, Ms Nomusa Mnsisi or Mr Sydney Thwala. The landline is 013 – 002 0001.

The closing date for receipt of is 22 July 2019.