



**DURBAN UNIVERSITY OF TECHNOLOGY**  
**INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE**

# **STAFF VACANCIES**

## **(PROJECT COORDINATOR-YC54)**

### **SIYAPHUMELELA PROJECT 2.0- PRIVATE FUNDED**

DUT is one of seven Higher Education recipients in South Africa, of a three-year grant funded by the Kresge Foundation, for a project focused on student success. Known as the Siyaphumelela project, it is aimed at improving undergraduate student success and throughput.

A fixed term contract opportunity exists as a Project co-ordinator of the various components of the project. This is a full-time position for the period 1 December 2020 (or as soon as possible) - 30 June 2023 with annual renewal contingent upon receiving external funding and personal performance in the job. The position is open to external and internal applicants. DUT applicants who hold a permanent position would be considered under a secondment arrangement from their current positions.

The Project Core team drives the strategic direction of the overall Project while Project Focus Area (PFA) teams are responsible for conceptualising and implementing the focus areas. There are also various internal and external stakeholders in the Siyaphumelela Project. Working under the oversight of the Director Institutional Planning, the Project coordinator will be responsible to the Project Core team for the deliverables listed below.

#### **Minimum Requirements:**

- (M+4 (Bachelors/Honours degree)
- At least 3 years' project management experience
- Excellent communication and interpersonal skills
- Administrative, organisational and multi-tasking skills
- Computer literate with a good working knowledge in MS Word, Excel, PowerPoint, Teams
- Project Management Professional (PMP) certification will be considered advantageous.

#### **Duration:**

Contract dates: 01-12-2020 (or as soon as possible thereafter) to 30-06-2023 (NB. The job description specified that the fixed term contract with annual renewal is contingent upon receiving external funding and personal performance in the job.

#### **Summary of duties:**

##### **Coordination**

- Communicate with relevant internal and external stakeholders about Project activities.
- Act as a liaison between the Project Core team and relevant internal and external stakeholders to facilitate coordination of Project activities.
- Identify potential problems impacting the Project and suggest solutions to the Core team.
- Manage Project schedules.

#### **Budget**

- Support the leaders of the PFAs to ensure deliverables fall within the applicable timelines, scope and budget.
- Monitor expenses within the PFAs and/or other Project activities to ensure adherence to the budget.
- Monitor the overall Project budget.

### **Tracking**

- Track overall Project performance, specifically to analyze the successful completion of short- and long-term goals.

### **Reporting**

- Collate Project Focus Area (PFA) progress reports and prepare Executive Summaries for the Core team and other internal use.
- Participate in PFA meetings.
- Assist with the compilation of external reports to the funder (Kresge).
- Manage Project-related paperwork including electronic by ensuring all necessary materials are current, properly filed and stored.
- Manage Project correspondences by reviewing project proposals, memos, meeting minutes and emails
- Any other duties as assigned

<b>Contact Person</b>	:	Ms P Naidoo, Tel 031 373 2524
<b>Publication</b>	:	Internal and external
<b>Salary range</b>	:	R261 096 – R437 064 per annum (based on experience)
<b>Status of position</b>	:	Contract

### **Applications should include:**

- A detailed curriculum vita (explicitly stating experience or knowledge in the above mentioned fields)
- Covering letter.
- A fully completed prescribed application form.
- Certified copies of all academic records and certificates
- Current contact information of referees

Please complete an official application for employment form and send a detailed CV and a covering letter with the exact name of the post you are applying for to:

[careers@dut.ac.za](mailto:careers@dut.ac.za).

Application form obtainable from our website [www.dut.ac.za](http://www.dut.ac.za) Communication will be entered into with short-listed candidates only.

Only applications made on our application for employment form would be considered.

“While DUT strives for equal opportunities, preference will be in terms of the University’s equity policy”  
 “The University reserves the right not to appoint”

**CLOSING DATE: 14 NOVEMBER 2020**