

# 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](mailto: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 (Mark with x)		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 (Certified copies of documents must be attached)													
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													
<hr/> <hr/>													
Residential address						Postal address							
						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			

**4.1 RELEVANT OCCUPATIONAL EXPERIENCE** (*Attach CV*)

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

**4.2 OTHER OCCUPATIONAL EXPERIENCE**

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

**5. SCHOOL EDUCATION**

Highest standard/grade passed	Month	Year	Institution

**6. POST SCHOOL EDUCATION** (*Completed*)

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

**7. CURRENT AND/OR INCOMPLETE STUDIES** (*if applicable*)

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

\* Full-time study must be indicated by 'F' and part-time by 'P'.

**8. LANGUAGE PROFICIENCY**

Indicate language and level of proficiency, i.e. ability to speak, read, write, poor (P), average (A), very good (VG):			
Language	Speak	Read	Write

**9. OTHER SKILLS**

Please give details of any other skills that you may have (e.g. computer skills)

**10. Applicants are required to indicate to what extent their qualifications and experience meet the requirements of the post.** Please structure your response according to the requirements as set out in the advertisement:


**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**

- 1 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.
- 2 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.
- 3 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:
  - 3.1 internal administrative processes pertaining to my employment at Unisa;
  - 3.2 conducting criminal, credit and reference checks; and
  - 3.3 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](http://www.unisa.ac.za)

Date:

Signature: