

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Project Coordinator

About the job:

The CSIR has a vacancy for a **Project Coordinator** in the Command, Control and Information Warfare (CCIW) competence area within the Defence, Peace, Safety & Security (DPSS) unit. The purpose of this role is to provide project coordination tasks based on project management principles in support of project management functions such as co-ordinating the planning, monitoring and evaluation of projects so as to ensure effective and efficient delivery of projects. This position is based in Pretoria.

Key responsibilities:

- Support with project initiation tasks i.e. routing of proposals, tenders, contracts etc.;
- Assist with preparation of projects and contract registration forms and schedules;
- Create start up files, update and close out;
- Assist with the establishment, implementation and maintenance of project controls;
- Check for compliance to project control standards and procedures;
- Facilitate and plan project meetings;
- Coordinate projects committee and project review meetings;
- Assist with the calculation of income to be declared and running costs;
- Highlight red flags (e.g. incorrect booking and variances);
- Review and update the project budget forecast;
- Perform continuous quality checks and report anomalies;
- Capture project configuration data and documentation.

Qualifications, skills and experience:

- A National diploma in project management training with at least three years experience in project management administration and coordination;
- Certified Associate in Project Management (CAPM) or equivalent would be desired;
- Experience using Microsoft Project or similar software;
- Previous work experience within a Project/Programme Management environment assisting in the coordination of multiple projects would be desired.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, (**eg. John Smith: Job title: Project Coordinator: Reference No: 307939**)

Closing date: 28 March 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is an equal opportunity employer. As such, it is committed to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***