

The Health Professions Council of South Africa's vision is realised through protecting the public and guiding the professions.

Project Manager

[Paterson Grade D3]

Remuneration package: R1, 322, 571 per annum (Cost to Council)

MINIMUM REQUIREMENTS:

- B degree (NQF L7) in Project Management, Business Science, Engineering, Computer Science or related fields.
- Postgraduate Diploma (NQF L8) in Project Management will be an added advantage.
- Membership with Project Management Professional Body an added advantage.
- 6 years project management hands-on experience.

COMPETENCY REQUIREMENTS

- Good Communication skills
- Project management skills
- Knowledge of Corporate Governance and Business Ethics
- Knowledge of Microsoft packages i.e., MS Project, MS Visio, MS Word, MS Excel, and MS PowerPoint.

PRINCIPAL ACCOUNTABILITIES & KEY PERFORMANCE AREAS

- Develop and maintain project management policies, methodologies and process.
- Implement project management tools which can be implemented by internal staff and external service providers.
- Ensure standardisation of tools and outputs by all users.
- Determine project requirements.
- Plan the project in accordance with the time frame and scope of work provided.
- Plan for procurement processes for tender, adjudication and final decision.
- Coordinate all project activities within the project plan to ensure activities take place timeously.
- Monitor budget against actuals allocated to the project to identify budget shifts and manage budget overruns.
- Produce reports on the overall project to encompass findings and report on the actual against planned budget and any budget movements.
- Manage stakeholder relationships.
- Prepare reports for monthly review meetings to feedback on the project progress.
- Performing ad-hoc request for the Head of Division: Strategy and EPMO.

*In line with HPCSA's Employment Equity and commitment to diversify its workforce and as such, preference will be given to suitably qualified **Coloured** female and **White** male candidates. People with disabilities will also be given preference for appointment.*

N. B Failure to attach required copies will result in your application not being considered.

All interested applicants should forward their applications/ cover letters, together with detailed CV's and copies of qualifications to HR-Executive@hpcsa.co.za quoting the job title in the subject column.

HPCSA reserves the right not to make any appointment to this position



Closing date: 06 May 2022

If you have not heard from us within 30 days of the closing date of the application, please consider your application as being unsuccessful. Communication will be entered into with short-listed candidates only.