



VISION

Shape and own the future

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

MISSION

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

CENTRAL PROJECT MANAGEMENT OFFICE

**Director: Earmarked Grants (P5)-Ref: VC14
(THREE YEAR FIXED TERM CONTRACT)**

Key Performance Areas:

- Management of the Central Project Management Office and staff within the Office.
- Coordinate and manage earmarked grant projects.
- Ensure implementation of the Standard Operational Procedures (SOP) for reporting on DHET Earmarked Grants by Project Owners
- Reporting to EMC and DHET
- Oversee the functions of the Project Manager of the Turnaround Strategy

Minimum Requirements:

- A Masters' degree
- Have at least 5 years' experience in project management.
- Have at least 3 years' experience as a Project Manager
- Have participated in at least 2 of DHET's earmarked projects (as team leader or team member).
- Have a sound understanding of DHET's earmarked grants, in particular the IEG and the SBDP grants.
- Have experience in report writing on earmarked projects to DHET.

Recommendations:

- Good project management skills
- Good report writing skills
- Good presentation skills
- Good communication skills

Salary Scale: R888 318.00 – R1 220 834.00 (P5) basic salary per annum.

Benefits: 13th cheque, housing subsidy, pension, group life, medical aid, and study grant.

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from www.mut.ac.za); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records, proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa)**; and (e) names of three contactable referees to: Department of Human Resources and Development, via email: hr@mut.ac.za.

Enquiries: Tel: (031) 907 7328 / 7560 / 7565

Closing Date: 16 August 2024

Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities. In accordance with the Departmental Employment Equity targets, first preference will be given to African Female.

The University reserves the right NOT to make an appointment.