

**Position Title:** Project Coordinator  
**Position reports to:** Line Manager  
**Direct Reports:** N/A  
**Office Location:** Adapt IT Johannesburg Campus

## PURPOSE OF THE POSITION

The purpose of the role is the provision of support and guidance on project management processes, procedures, tools and techniques to programme managers, project managers and their teams. Support includes: the use of project management software, the development, production and maintenance of plans (including time, resource, cost and exception plans), the tracking and reporting of progress and performance of one or more ICT projects (including those performed by third parties under contract), the maintenance of programme and/or project files, the analysis of performance and the maintenance of metric data and estimating models, and the administration of project change control, including use of configuration management systems.

## PRIMARY RESPONSIBILITIES FOR THE ROLE

- Provide all required administrative and coordinating duties to support various projects.
- Provide co-ordination of tasks in various projects
- Support the Project Manager in the running of project progress meetings, presentations and coordination activities including venues.
- Plan and attend project meetings, minute taking at meetings; and distribute minutes and presentation after the meeting.
- Assist and track action on project related issues and implementation of project tasks.
- Assist with reporting and communication across all projects.
- Assist the project manager with updates to the Project schedules.
- Assist the Project Manager to ensure timely capture for budget monitoring and tracking by all resources on the organization's project management application.
- Assist the Project Manager in compiling all governance documentation and distribution of such documentation to the relevant stakeholders.
- Ensure adherence to the financial governance processes.
- File all project lifecycle artefacts in accordance with the organization's project management methodology and procedures.
- Co-ordinate maintain and update project information, files, and databases so that they are organized and easily accessible.
- Produce and co-ordinate consolidation of weekly status report packs and ensure distribution to all stakeholders.
- Produce monthly reporting packs.
- Maintain high levels of self-development in accordance with personal development plans.
- Liaise between project teams and team members to ensure proper communications and reporting practices.
- Ensure adherence to organizational and department project policies and procedures.
- Assist in setting up project administration procedures for projects.

- Co-ordinate all administrative and co-ordination activities across a programme of projects.
- Ensure project tools and methodologies are understood and used.
- Administer projects
- Administer project finances
- Maintain project documentation
- Manage project communication
- Manage project stakeholder activities
- Co-ordinate and attend project meetings
- Co-ordinate a programme of projects
- Minute taking
- Ensure consistency across all projects
- Standardise project management processes and tools
- Adhere to PMO policies and procedures
- Monitor different project helpdesk emails and ensure timeous request allocation to avoid late responses to calls

#### Role Outcomes

- Projects administered in accordance with organisation's project methodology, policies and procedures
- Accessible project filing and information system
- Efficient project meetings, travel and other administration
- Accurate and timely project reports
- Efficient project procurement

#### MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Good problem-solving skills
- Has experience in Project Administration within government.
- Has knowledge of project management methodologies, tools and techniques within depth knowledge of at least one methodology.
- Strong verbal, written, presentation and customer service skills (clarity of messages, crispness in delivery, timeliness, and accuracy) required.
- Has excellent interpersonal skills and is fully experienced at dealing with clients/users.
- Good track record and ability to negotiate and work with suppliers/vendor.
- Proficient in Microsoft Suite
- Organised and focused
- National Certification in Business Administration (level 4 or 5)
- 2 - 3 Years' experience as Project Administrator (CM) OR
- 2 - 5 Years' experience with service level agreements and the customer environment.
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#### DESIRED SKILLS AND QUALITIES

##### Role Characteristics

- Experience of using project tools
- Knowledge and understanding of the organisation's project management processes and tools
- Proven ability to use resources effectively and efficiently

- Strong commitment to project objectives
- Strong time management and organisational skills
- An approach that is open to new ideas, practices and methods and, in particular, gives equal weight to the various disciplines involved on the project.
- Ability to see a task through to completion independently or as a team member.
- Analytical ability and strong problem-solving skills.
- Strong communication and interpersonal skills

Contact Person: [Reshma Sirkissoon](#)

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