



Job Profile Administrator: Project

JOB INFORMATION SUMMARY	
JOB TITLE:	Administrator: Project
REPORTS TO:	Senior Manager: Capital Planning
JOB GRADE:	C2/ TASK 10
OCCUPATIONAL LEVEL	Operational
FUNCTIONAL AREA:	Waste Minimisation – Capital Planning
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

ROLE PURPOSE
To ensure that the administration in the Capital Planning department is effectively carried out and Capex budget is spent within the planned time frame; ensuring adherence of all processes around administration and Capex budget to the company's policies and procedures; while the incumbent adopts basic management requirements, i.e. Planning, organising and controlling.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
a) Administration	<ul style="list-style-type: none"> • In charge of administration duties in the department, such as: <ul style="list-style-type: none"> ❖ Ordering of stationary and computer supplies like cartridges ❖ Controlling of leave, etc.; ❖ Filing/archiving of all project information • Provide administrative support to the Senior Manager: Capital Planning and Project Managers (Planning and Project Execution)
b) Project Administration	<ul style="list-style-type: none"> • Create project files and payment files for each project; • Allocate Capex project numbers for projects each year; • Create projects on SAP; • Open project numbers on SAP; • Create requisition numbers for each payment certificate and obtain purchase order from SCM department; • Record all payment certificates for the controlling of expenditure per project; • Keep records of all payment certificates as submitted to Finance department for payment; • Follow up on payments and/or queries; • Create payment certificates for other departments (IT, Facilities) using capex.



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> Control capex budget on internal control sheet and spreadsheet Control payment of invoices
c) Filing/Archiving	<ul style="list-style-type: none"> Record submission of Preliminary Design Reports (DPR's), building plans, SDP for approval; Consent of Use/ Lease agreements Record of decision/ Environmental authorisation Waste management licenses Land acquisition records Correspondences with other departments Filing of Unit minutes and matters
f) Ad hoc and support duties	<p>Carry out all ad hoc office and support duties as well as:</p> <ul style="list-style-type: none"> Maintenance of folders on common drive (CPE folder) for effective filing purposes and accessibility of information to the department. Monitoring filing for project managers, ensuring that reports – monthly, quarterly, EXCO, OPSCO, etc., and other documents are files accordingly. Keeping record of completion certificates per financial year. Coordinate logistical needs and needs of new staff. Scheduling of meetings and workshops. Consolidate information from project meetings. Arrange functions and team sessions. Take minutes of all meetings. <p>The list of tasks/duties and responsibilities contained in this document is not necessarily exhaustive, and the employer is entitled to instruct the employee to carry out additional duties or responsibilities, which may fall reasonably within the ambit of the job description, or in accordance with operational requirements.</p>

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	Behaviours
<ul style="list-style-type: none"> Good verbal and written communication skills Responsibility Attention to detail Ability to work under pressure Integrity and honesty 	<ul style="list-style-type: none"> Ability to work independently Self-reliant Planning, coordination and organising Tolerance Flexibility Confidentiality
<p>Knowledge: understanding of relevant legislation; knowledge of relevant company procedures</p>	<ul style="list-style-type: none"> Knowledge of MS Office systems used in the department Understanding of policies and procedures of the organisation Project schedule development Project management discipline

Administrator: Project



Qualifications	
Minimum	Ideal
<ul style="list-style-type: none">• Grade 12• 3 years National Diploma in Project Administration and other related qualification (s)	<ul style="list-style-type: none">• B degree or equivalent tertiary education in Project Administration
Experience	
Minimum	Ideal
<ul style="list-style-type: none">• 3 years' experience in project administration with knowledge of SAP	<ul style="list-style-type: none">• A minimum of 3 years' experience in project administration, background of financial admin and understanding of civil engineering field

Job profile approved by:

_____	_____	_____
Name (Incumbent)	Signature	Date
_____	_____	_____
Executive Director	Signature	Date