



delta Environmental Centre

NON PROFIT COMPANY
ENVIRONMENTAL EDUCATION, TRAINING AND CONSULTATION
COMPANY REG NO. 1975/000010/08 N.P.O. 000-599
P.B.O. No. 18/11/13/2704
(APPROVED EDUCATIONAL FUND i.t.o. SECTION 18A OF INCOME TAX ACT)
An accredited SAQA training provider
Environmental Education in Action!

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www.deltaenviro.org.za

Registered Non Profit Company 1975/000010/08

19 March 2019

TO WHOM IT MAY CONCERN

APPOINTMENT: Project Administrators (One year contract fixed contract position Non-renewable) (Two Positions)

Enthusiastic and Passionate about Youth and Environment?

Dedicated to "Green" skills development and inspiring young people to play an active role in environmental matters?

A vacancy for a Project Administrator has become available, for an enthusiastic, self-motivated passionate, hardworking Professional Administrator, with experience in working with online administrative systems, and a traceable record in training administration, specifically in Environmental Education and related fields. This position is based at the Delta Environmental Centre in Delta Park, Johannesburg.

The appointment is with immediate effect.

Reporting to the Project Manager, the successful candidate will be responsible for:

- Performing all administrative duties related to DEA Mass Training Project (DMT) implementation
- Assist with monthly progress reports
- Data capturing, cleaning, verification and registering participants on the DEA Online reporting system
- To support Training team with DMT project and other training interventions
- Ensuring that all projects participants documents are submitted on time to DEA
- Updating projects plans
- To participate in DEA/Delta progress meetings
- Capturing data on online business/reporting system
- Assist with Business Plan development
- Filing all project documents
- Following up on queries
- Assist with site visits
- Taking minutes during project meetings
- Assisting with project procurements
- Preparation of project reports
- Liaising with project stakeholders
- Compiling project progress reports
- Creating data bases
- Making sure that there is a project compliance
- Preparation of project documentation

- Managing attendance registers
- Compile training completion reports and other ad hoc reports

Responsible for coordinating project advisory committee meetings

Key Competencies:

- Efficient administration.
- Document Management
- Systemic filing
- Ability to process data effectively without errors.
- Understanding of outcomes-based education and training.
- Good knowledge of the environmental sector.
- Proficient in online project management system.
- Good report writing skills.
- Customer service orientated
- Good verbal and communication skills.
- Good interpersonal skills.
- The ability to work in a team.
- The ability to perform under pressure

The Project administrator position requires a qualification Administration, Business Administration, Training and Development Education, Social Sciences, Human Resources, Human Resource Development, Environmental Education or an equivalent qualification, minimum of five years' experience in a similar role, appreciation of the Environmental Sector/ Green Skills. This person should be able to work independently with minimum supervision. Drivers licence is a must, with minimum three years driving experience. For further information about our projects please see our website (www.deltaenviro.org.za)

If you would like to be considered for this position, please submit the following documents to e-mail: delta@deltaenviro.org.za Thursday 28th March 2019:

- CV, including a copy of your highest education qualification (maximum 5 pages);
- Copy (certified) of ID;
- letter of motivation, stating background and relevant experience, personal qualities/interests and your vision for DEC in the future, stating the contribution that you could make;
- Copies of other relevant Certificates e.g. Assessor/Moderator accreditation, appropriate Short Courses completed, Driver's Licence etc.;
- 3 references and the contact details.

People with disabilities and Women are encouraged to apply. If you haven't had any further communication from DEC after one month after the closing date, please consider your application unsuccessful.

(If you are not resident in Gauteng and are called for an interview, you must be prepared to personally cover your travelling costs)

Closing date 28 March 20119