

INTERNAL VACANCY

JOB TITLE	:	Projects Specialist (KZN Region)
REFERENCE NUMBER	:	PJS_ KZN – APR26
DEPARTMENT		
	:	Operations
DIVISION		
	:	Projects (KZN Region)
TYPE OF CONTRACT		
	:	Full-Time in line with the SETA
LOCATION		
	:	101 BDO House, 7 Derby Downs Office Park, Westville, Durban
JOB PURPOSE		
	:	To co-ordinate the delivery of internally and externally funded projects, including discretionary grants, National Skills Fund (NSF) and other externally funded projects
EDUCATION, WORK EXPERIENCE AND/OR CERTIFICATES		
	:	<ul style="list-style-type: none"> • 3-year Degree/ BTech/ Advanced Diploma in ETD, HRD or equivalent qualification; • Project Management essential • Financial Management Qualification will be an added advantage • Literacy in Microsoft Office Software Packages; • 3 years’ relevant experience; • Understanding of relevant legislation such as SDA, SAQA Act and PFMA;
KNOWLEDGE, SKILLS AND ABILITIES		
	:	<ul style="list-style-type: none"> • Strong financial acumen • Interpersonal skills; • Audit background; • Strong communication skills; • Writing skills; and • Work in team-oriented environment.
BEHAVIURAL TRAITS		
	:	<ul style="list-style-type: none"> • Brand leadership • Positive influence capabilities • Independence • Precision • Cognitive application of coherent principles • Confidentiality

KEY PERFORMANCE RESPONSIBILITIES	:	<ul style="list-style-type: none"> • Provide input to the preparation of the divisional business plans, operational plans and budgets in line with the requirements of the Projects Division; • Provide input to the development and review of projects delivery processes, policies and procedures; • Co-ordinate the invitation, evaluation and approval of discretionary fund applications for the delivery of designated projects; • Conduct project monitoring through desk-top evaluation of reports and site visits and compile reports for payment, remedial and project delivery improvement purposes; • Input data and other functional information to the MIS and other organizational information systems; • Contribute to the development and maintenance of stakeholder databases; • Conduct stakeholder communication and liaison regarding the delivery of projects; • Provide input to the preparation of reports on project delivery achievements for relevant stakeholders including other divisions and the Department of Higher Education and Training; • Assist on DG Application processes • Conduct verification and evaluation for DG applications • Manage and consolidate the region projects commitments register • Follow up on contracts and deliverables with stakeholders • Verify payments submission and implementation • Ensure addendums are signed continuously • Compile Reports as required by the Regional Manager and/ General Manager • General office administration.
CONTACT PERSON	:	<i>Sophie Tiro</i>
DATE CIRCULATED	:	<i>15 April 2026</i>
CLOSING DATE	:	<i>30 April 2026</i>
TEL NUMBER / E-MAIL	:	<i>011 403 1700</i>

NB: CV's should be forwarded to recruitment@fpmseta.org.za

Please specify the position applied for and reference number in the subject line. The FP&M SETA encourages suitably qualified historically disadvantaged individuals (HDIs) to apply.

Disclaimer:

The SETA reserves the right to amend the advert and not to make an appointment. Should you not receive correspondence 8 weeks after closing date, please consider your application as unsuccessful. Only Shortlisted candidates will be contacted.

Please note that any personal information submitted to FP&M SETA will be processed within the scope of your application and, if your application is successful, for the performance of your subsequent employee relationship. Your personal information will be processed as per the requirements of the Protection of Personal Information Act, No 4 of 2013. Although submission of your personal information is solely at your discretion, we will

unfortunately not be able to consider your application if we are not furnished with the required information or records.

*** Only candidates who meet the criterion need to apply and please attach your CV and certified copies of qualifications not older than 6 months.**