Tshwane University of Technology

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VACANCY BULLETIN

EXTERNAL ADVERT
PROJECT MANAGEMENT OFFICE
POSITION: PROJECT MANAGER (3-YEAR FIXED-TERM)
PRETORIA WEST CAMPUS
Ref: 26/H21

The University seeks to appoint a suitably qualified and experienced Project Manager on 3-year fixed-term contract basis, based at the Pretoria West Campus. The incumbent will be responsible for overseeing both capital and maintenance project overall requirements, and the management of the physical construction and maintenance processes within the built environment from conception to completion, including management of related professional services. The project manager will be involved in all stages of the project processes from pre-feasibility to close-out (conclusion). The project manager will be responsible for ensuring that the project deliverables are delivered on time, cost, and quality for the project.

INSTRUCTIONS: Applicants are required to submit, together with the CVs, a fully completed standardized application form available from the university intranet as well as recently certified copies of qualifications , valid professional registration certificate (SACPCMP) and Identity Document. Failure to comply with this instruction will disqualify the candidate. Further note that candidates may be expected to make a presentation or undergo competency testing.

Key Performance Areas/ Core Functions:

- Ensure alignment with approved project objectives,scope and deliverables and manage changes appropriately.
- Monitor project programmes, milestones, progress and implement recovery measures where required.
- Monitor expenditure cash flow,budgets and forecast
- Manage variations, claims, extensions of time and other contractual matters in accordance with applicable contracts and university procedures.
- Monitor and manage contractors and professional service provider performance,deliverable,resources,quality and contractual compliance.
- Identify,assess,mitigate and escalate project risks and opportunities.
- Ensure compliance with approved designs,specifications,quality standards,health and safety legislation and project requirements.
- Monitor and facilitate required approvals,permits,licenses and regulatory requirements.
- Maintain accurate, complete and up-to-date project records and ensure proper filing on the approved project management system.
- Coordinate effective communication and engagement with the university, end-users,professional team, contractors,funders,regulators and other stakeholders.

Women and people with disabilities are encouraged to apply.

- Prepare timely and accurate project reports,dashboards and management information and ensure compliance with PMO governance requirements.
- Manage commissioning,practical completion,defects,handover,close-out documentation and finalization of projects.
- Monitor overall project performance,identify lessons learned and contribute to improving PMO systems,processes and standards.
- Ensure regular updating of PPO as well as performing other reasonable project-related duties as assigned by management or the Director: PMO.

Minimum requirements:

1. **Academic qualifications and experience**
   - A relevant bachelor's degree at NQF Level 8 in Construction Management,Quantity Surveying,Civil Engineering,Architecture,Project Management (Built Environment),or relevant qualification in the Built Environment discipline. Plus three years relevant experience in construction project management.

     Or

   - A relevant bachelor's degree at NQF level 7 in Construction Management,Quantity Surveying,Civil Engineering,Architecture,Project Management (Built Environment),or relevant qualifications in the Built Environment disclipline. Plus four years relevant experience in construction project management.

2. **Experience:**
   - Demonstrable and relevant experience in the management and delivery of construction and infrastructure projects.
   - Proven experience in managing multidisciplinary professional teams, contractors, and other project stakeholders within the public sector or higher education institutions .
   - Experience in contract administration,project controls,programme management,cost management and change management.
   - Knowledge and practical understanding of relevant construction procurement processes and contracting frameworks, including applicable Higher Education Sector requirements.
   - Demonstrated capability in programme, cost, risk, quality, and stakeholder management.
   - Strong report-writing, communication, coordination, and decision-making skills.
   - Demonstrable experience in managing projects through the various stages of the project lifecycle, including initiation, design, procurement, construction, completion, and close-out.

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3. Knowledge and Skills:

Knowledge

- Project management principles, methodologies, processes, and best practices.
- Built environment, construction, and infrastructure project delivery.
- Project planning, programming, cost control and financial management.
- Contract administration and construction contracts, including JBCC, NEC and FIDIC.
- Procurement processes, tender administration, and Higher Education/public-sector procurement requirements.
- Risk management, quality management, health and safety and environmental requirements.
- Statutory, regulatory, and municipal approval processes.
- Project governance, policies, procedures, and compliance requirements.
- Monitoring, evaluation, reporting and project management information systems.
- Professional Service Provider and contractor performance management.

Skills

- Strong project planning, coordination, and execution skills.
- Programme and critical-path management.
- Financial analysis, cost monitoring and forecasting.
- Contract, variation, claim and dispute management.
- Risk identification, mitigation, and escalation.
- Problem-solving, decision-making, and analytical skills.
- Stakeholder engagement, negotiation, and conflict-resolution skills.
- Leadership, team coordination and performance management.
- Report writing, presentation and communication skills.
- Strong documentation, records management, and attention to detail.
- Ability to analyse project data and prepare dashboards and management reports.
- Proficiency in MS Office and project management systems/software.
- Ability to manage multiple projects and competing priorities within tight deadlines.
- Ability to work independently, exercise sound judgement and operate effectively within governance environment.

4. Registration with professional body

Professional registration (Professional Construction Project Manager-PrCPM) with the South African Council for the Project and Construction Management Professions (SACPCMP) is a mandatory prerequisite. A valid professional registration certificate to be attached to the application .

5. Other requirements

A valid driver's licence.

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Applications together with supporting documents should be e-mailed to: Recruitment8@tut.ac.za

Enqueries: Ms DD Malongane – Tel: 012 382 6578

Closing Date: **29 November 2026**

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondence will be entered into only with short-listed candidates. The University reserves the right not to make an appointment. It is the intention of the university to promote representatively in respect of race, gender and disability through the filling of these posts. Preferences will be given to candidates from designated groups.

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