



Tshwane University of Technology

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Position Title: Project Administrative Assistant

Reports to: Senior Director: Institute for the Future of Work (IFOW)

Employment Type:

- **Employment Type:** Part Time Appointment
- **Duration:** Six (6) months
- **Work Schedule:** Part-time (25 hours per week)

Purpose of the Position

The Part-Time Project Administration Assistant provides administrative, coordination and operational support to the Public-Private Partnerships (PPP) Office to ensure the effective planning, implementation, monitoring and reporting of innovation and partnership projects. The incumbent will support stakeholder engagement, maintain project governance documentation, coordinate project activities and assist in ensuring continuity of operations during the temporary absence of the PPP Manager.

Work Arrangement

- Primarily based on-site at the Institute for the Future of Work (IFOW), Ditsela Place, Hatfield, Pretoria.
- Hybrid working arrangements may be approved in accordance with operational requirements and University policy.
- The position requires occasional local travel to stakeholder meetings, project sites and partnership events, accompanied where appropriate by the Senior Director or other authorised University representatives.

General Responsibilities

In addition to the Key Performance Areas outlined in this Job Description, the incumbent will:

- Perform other reasonable project administration, coordination and operational duties as assigned by the Senior Director.
- Maintain the confidentiality of commercially sensitive, institutional and partner information and ensure compliance with applicable University policies, contractual obligations and the Protection of Personal Information Act (POPIA).
- Promote sound records management, good governance and professional conduct in all activities undertaken.
- Contribute to continuous improvement initiatives within the PPP Office by identifying opportunities to enhance administrative processes, documentation and project coordination practices.

Critical Performance Areas

Project Administration and Coordination

- Providing administrative support for the planning, implementation and monitoring of innovation and partnership projects.
- Maintaining project schedules, action registers, risk registers and project dashboards.
- Coordinating project meetings, preparing agendas and recording minutes.
- Tracking project milestones and following up on outstanding deliverables.
- Managing project documentation, records and filing systems.

Stakeholder and Partnership Coordination

- Coordinating communication between internal and external stakeholders.
- Maintaining stakeholder and partnership databases.
- Supporting stakeholder meetings, workshops and engagement sessions.
- Assisting with onboarding new partners.
- Coordinating the routing and tracking of partnership agreements, including MoUs, SLAs and NDAs.

Administrative and Operational Support

- Managing calendars, appointments and meeting logistics.
- Assisting with travel arrangements and event coordination.
- Preparing correspondence, presentations, reports and briefing documents.
- Supporting procurement administration and payment tracking processes.

Reporting and Knowledge Management

- Assisting in the preparation of monthly, quarterly and annual project reports.
- Maintaining repositories of project and partnership documentation.
- Supporting monitoring, evaluation and audit readiness activities.
- Producing project statistics and administrative reports.

Partnership Promotion and Events

- Assisting with stakeholder dialogues, partnership launches, networking events and investment forums.
- Providing administrative support for partnership communication initiatives.

Minimum Requirements

- National Diploma or Bachelor's degree in:
 - Project Management
 - Business Administration
 - Public Administration
 - Management Assistance
 - Information Systems
- Two+ years' experience in project administration, partnership coordination or programme administration.
- Experience in higher education, consulting, engineering, research, development programmes or partnership management will be an added advantage.
- Basic understanding of South Africa's Public-Private Partnership framework, stakeholder engagement processes, and project governance principles.

Additional requirements

- Willingness to travel locally when required.
- Ability to maintain confidentiality and handle commercially sensitive information.
- Excellent written and verbal communication skills.
- South African citizen or legally entitled to work in South Africa.

Institute For The Future of Work
Ditsela Place, Hatfield
(Ref 26/N29)

Send your CV to: masenyakp@tut.ac.za

Enquiries: Ms P Masenya: masenyakp@tut.ac.za

Include: Copy of your highest qualification, Identity document and the HR Employment form

Closing date: **06 August 2026**

If we have not responded within a month from the closing date, you should regard your application as unsuccessful. Correspondence will only be entered into with short-listed candidates. The University reserves the right not to make an appointment.

NUMBER OF HOURS: 25 hours per week.

Campuses: Ditsela Place, Hatfield

Role: Project Administrative Assistant