



**Tshwane University  
of Technology**

*We empower people*



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

## VACANCY BULLETIN

### **Five-Year Fixed Term**

**Position: Project Coordinator: Financial Management and Programme Support  
Department of Higher Education & Training**

**Post Level: 08**

**Ref: 26/A50**

The Department of Higher Education and Training has a five-year fixed-term position for a Project Coordinator: Financial Management and Programme Support.

### **INSTRUCTIONS:**

Applicants are required to submit, together with the CVs, a standardised application form available from the university intranet as well as recently certified copies of qualifications 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.

The position requires someone to coordinate and lead the financial administration and programme support functions for all international scholarship programmes administered by the DHET, ensuring effective budgeting, financial reporting, student support coordination, programme monitoring, policy compliance, and alignment with departmental strategic priorities.

### **Key performance areas:**

1. Financial reporting and performance reporting
2. Team leadership and operational management
3. Report writing
4. PSET policy and legislation
5. Student support services
6. Capacity and skill development programmes
7. Proposal development
8. Stakeholder management

Women and people with disabilities are encouraged to apply.



9. National Skills Fund budget proposal and budget reporting
10. Project implementation, performance data and financial reporting

**Minimum Requirements:**

- NQF level 7.
- A relevant 3- or 4-year qualification such as a Bachelor's degree/Advanced Diploma in Public Management/Administration/Economics/Finance.
- A relevant postgraduate qualification will be an added advantage.
- 4 years' relevant experience in the post-school education and training sector, grant management and student support.
- A valid driver's licence

**Knowledge and Skills:**

- Financial administration and management of programmes, including the development of budgets, plans, and reports for both existing and new initiatives.
- Developing and maintaining a scholarship data management information system for programme implementation, monitoring, and reporting
- PFMA and public sector financial governance
- Budgeting, reporting, and cash flow management
- Higher education policy and PSET legislative framework
- Programme monitoring, evaluation, and data systems
- International relations and bilateral agreements
- Proposal writing and research
- Advanced communication and presentation abilities
- Leadership, supervision, and mentoring
- Stakeholder management and negotiation
- Familiarity/knowledge of the National Skills Fund (NSF) budget application and reporting processes
- Skills in proposal writing, research, financial management, presentation, and effective communication (both oral and written)
- Advanced MS Office proficiency (Word, Excel, PowerPoint, Access)
- Project and risk management
- Staff supervision and mentoring
- Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint.
- Willingness to travel domestically and internationally and willingness to work overtime and public holidays.

Women and people with disabilities are encouraged to apply.



**Note:** Short-listed candidates may be required to complete a writing and/or presentation exercise.

Send your CV to: [pcfinance26a50@tamdeco.co.za](mailto:pcfinance26a50@tamdeco.co.za)

Enquiries: Dr M Moyo

Tel. No/Email: [Moyo.M@dhet.gov.za](mailto:Moyo.M@dhet.gov.za)

Closing Date: 06 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. Candidates may be required to undergo psychometric tests and any other simulation interventions. People with disabilities are encouraged to apply. Preference will be given to people from designated groups, and the University reserves the right, in its sole discretion, not to make an appointment.

