

ADVERTISEMENT

WESTERN CAPE COMMUNITY EDUCATION AND TRAINING COLLEGE

POST	:	Project Co-ordinator
LOCATION	:	Central Office, Bellville
CONTRACT TYPE	:	Fixed-term contract (Temporary)
DURATION	:	One (1) Year
SALARY	:	R26 000 per month (all-inclusive)
REFERENCE	:	WCCETC/SS/2026/01

REQUIREMENTS:

- A recognised three (3) year Degree or Diploma in Project Management/ Public Management/Business Management/Financial Management/Administration
- At least three (3) years' proven experience in coordinating and managing skills development projects, including projects funded by the National Skills Fund (NSF) and working with different Sector Education and Training Authorities (SETAs)
- A valid driver's licence and willingness to travel.

SKILLS/COMPETENCIES:

- Computer literacy in MS Office applications Proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- Good verbal and written communication skills
- Experience in project planning, implementation, monitoring, evaluation, reporting and stakeholder management
- Demonstrated knowledge of the Skills Development Act, Skills Development Levies Act, the Quality Council for Trades and Occupations (QCTO), SETA funding and compliance requirements, and the Post-School Education and Training (PSET) sector.

DUTIES & RESPONSIBILITIES:

- Apply for discretionary grants and source funding from SETAs and other stakeholders
- Manage and monitor project implementation processes
- Monitor project budgets and cash flow forecasts
- Process tranche payment requests in line with Service Level Agreements (SLAs)
- Monitor and evaluate Project Implementation Plans (PIPs)
- Coordinate all project-related logistical arrangements
- Conduct monitoring and support visits to project sites
- Implement corrective actions where necessary
- Travel extensively within the Western Cape in support of project implementation and oversight
- Serve as liaison between stakeholders and the College on project-related matters
- Compile monthly and quarterly project progress reports
- Ensure compliance with approved project targets, deliverables and timelines.

NOTE: Applications must be submitted on new Z83 form obtainable from any Public Service Department accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate Z83 form (as well as the documentation mentioned above) in respect of each post being applied for.

Should an application be received where an applicant applies for more than one post on the same application form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Please take note that correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). If you are not contacted within three months after the closing date, consider your application unsuccessful. The Western Cape Community Education Training College reserves the right not to make any appointment(s) for the advertised posts.

ENQUIRIES: Ms. N Van Wyk (021) 180 1017

APPLICATIONS: Quoting the relevant reference number, direct your application to: Recruit@WC.CETC.edu.za

CLOSING DATE: 07 August 2026 @14:00