

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely 'people-centred and engaged' and 'innovative and entrepreneurial'. These are interwoven intrinsically by a number of double pairs consisting of 'values and principles' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Real Estate Management- Infrastructure Projects

Post: Project Coordinator (Ref: R244)

Minimum Requirements:

- National Diploma in QS/Civil Engineering/Project Management/ Building Advanced Certificate in Project Management
- 5 years' experience in QS/Civil Engineering/Project Management/ Building with Project Management experience
- Communication
- Leadership
- Decision-making
- Business acumen
- Organization
- Analytical Skills
- Interpersonal Skills
- Attention to Detail

Summary of Duties:

- Coordinate project management activities, resources, equipment, and information.
- Break projects into doable actions and set timeframes.
- Liaise with clients to identify and define requirements, scope, and objectives.
- Assign tasks to internal teams and assist with schedule management.
- Make sure that clients' needs are met as projects evolve.

- Help prepare budgets.
- Analyze risks and opportunities.
- Oversee project procurement management.
- Monitor project progress and handle any issues that arise.
- Work with the Project Manager and Project Specialist to eliminate blockers.
- Use tools to monitor working hours, plans and expenditures.
- Issue all appropriate legal paperwork (e.g., contracts and terms of agreement).
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met through conducting quality assurance tests.
- Attends to the scanning and printing of documents/drawings.
- Files product literature and drawings
- Assists with document management and controlling.
- Assists with project contract management.
- Review budgets, including staffing, work plans, and fee structures.

Salary: Market related

Contact Person: Miss. BZ Ngcobo

Email Address: HCSRecruitment@dut.ac.za

Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications** and a **covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 21 April 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.