

Position: Project Administrator
Type: Temporary
Closing date: 31 July 2026

Interested candidates should email CV to: recruitment@tianaconsulting.co.za
If you need more information about the position, please contact 011 431 1354, one of our Consultant will assist you.

Purpose of the Job:

The provision of administrative support to the project management function

Requirements:

- National diploma/ qualification /Project management training
- Certified associate in project management (CAPM) or equivalent
- 1 year experience in project management administration and co- ordination
- Experience using Microsoft Project or similar software
- Previous work experience within a Project/Programme Management environment assisting in the coordination of multiple projects

Key Performance Areas:

- Prepare project documentation and assist the Project Manager with administrative tasks -Project documentation is accurately prepared. Administrative tasks attended to accurately and timeously
- Assist with routing of project management documentation to ensure required approvals are obtained-Correctly routed and approvals in place
- Assist with the preparation of the project, contract registration forms and project schedules- Documentation in place
- Monitoring of expenses against approved budgets and escalate deviations- Deviations are correctly escalated for action
- Update project information in the required format and in the appropriate system -Details correctly updated and correct usage of the appropriate system
- Organise and maintain project data- Complete and accurate record of all project files at all times
- Draw monthly reports as appropriate - Monthly reports presented accurately and on time
- Deal with project queries and route appropriately-Queries dealt with or appropriately routed for attention, follow through and follow up until resolution
- Assist the management of internal process of contractual agreements-Contractual arrangements are in place and issues resolved in the required manner
- Schedule project meetings and ensure all relevant documentation is distributed -Project meetings are scheduled to accommodate all required attendees on time and relevant documentation is correctly within 48 hours. Accurate capture of action plans, including accountable people and agreed upon time frames
- Assist with the calculation of income to be declared and running costs against timesheet bookings by monitoring the financial dashboard system-Income declared is accurate
- Provide inputs requested and prepare documentation required by relevant programme governance committees. (Programme status report, status of invoices, dashboard, etc.)- Correct documentation prepared

Other Key Competencies:

The candidate must demonstrate the following skills and attributes:

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- Proficient in Microsoft Project or similar software
- Numerical skill
- Attention to detail

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- Planning and organising
- Process engineering and systems competence
- Verbal and written communication