

JOB TITLE	:	ADMINISTRATOR PROJECTS
REPORTS TO	:	HEAD OF PORTFOLIO MANAGEMENT OFFICE
BUSINESS UNIT	:	OPERATIONS / PROJECT MANAGEMENT OFFICE
LOCATION	:	HEAD OFFICE: PRETORIA
POSITION STATUS	:	FIXED-TERM CONTRACT (6 MONTHS)
POSITION GRADE	:	C2

Purpose of the Job

Responsible for the effective and efficient program/project administration support to Program/ Project Managers and act as an assistant for the Portfolio Manager

Job Responsibilities

- Plan and co-ordinate Program/Project meetings and attendees
- Take minutes and distribute the minutes within 48 hours of the meeting
- Gather, collate, prepare and distribute various Program/Project
- Assist Program / Project Managers in obtaining approval for Program / Project Governance Documents
- Assist Program / Project Managers (all levels) in preparation of Program / Project related presentations
- Follow-up and follow-through on any related/required documentation
- Monitor and ensure adherence to the PMBOK Methodology
- Management of Program/Project Documentation – quality assurance, version control and stored on the necessary Portfolio Project Management Software as well as on SharePoint site
- Management and Administer Portfolio Project Management Software i.e. ensure all updates, gated reviews milestones
- Follow up with Program/Project Managers on outstanding tasks
- Liaise with PMO (Portfolio Management Office) regarding new versions of templates and other requirements they may have
- Investigate, create and maintain policies and procedures required for the department
- Ensure timely submission and authorisation of all Program/Project staff timesheets and escalate outstanding timesheets
- Follow up on Program/Project Procurement Requirements File Program/Project documentation
- Schedule Program/Project steering committee meetings and handle all logistics involved
- On boarding of new Program/Project delivery team members, organise physical infrastructure and required resources
- General administrative and ad-hoc duties as requested by management

Qualifications and Experience

- Grade 12 (NQF Level 4)
- An NQF Level 5 qualification in IT / Program/Project / Business Administration or equivalent will be an advantage
- One to three years Program/Project administration experience

Knowledge and understanding of:

- Knowledge of Program/Project Management Software; SAP and SharePoint
- Excellent understanding of MS Word, Excel, Power Point
- Should be fluent in English.
- Excellent communication and influencing skills
- Hands-on-approach to work

Skills and Attributes

Business Acumen, Business Intelligence/Organisational awareness, Adaptability to change, Communication: Oral and Written, Learning Agility, Resilience, Knowledge Management

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

25 May 2026

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

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