
DIRECTORATE
SAFETY AND SECURITY

SS 11/20 Project Administrator

DEPARTMENT
Events and Film

SALARY

307019.00 to 339084.00

REFERENCE NUMBER

SS 11/20 Ext

CLOSING DATE

13.03.2020

ELIGIBILITY

Internal and External

Requirements

- Grade 12 and post matric certificate / Diploma
- 2 year's relevant experience, OR relevant First Degree qualification without experience
- Computer Literate
- Code B Drivers Licence
- Experience in a film or events permitting/ planning environment would be advantageous.
- Willingness to work outside of normal working hours.
- Ability to work under pressure and meet deadlines within specified timeframes.
- Ability to engage with a range of stakeholders

Key Performance Areas

- Support and assist with the delivery of Event projects across the project life cycle.
- To provide effective project administration and logistical support across the project life cycle.
- Provide administrative services to Heads for the progressive monitoring, tracking and updating of project schedules, logs and baseline documents.
- Provide project support services to Event permitting/ planning applications, implementation processes and projects.
- Apply project management principles and methodologies, resource management and quality control techniques to event projects and implementation processes.
- To project manage and execute tasks relating to and dealing with the implementation of event permit applications and event support processes.
- Ensure projects are successfully completed and delivered in line with the City's film and events protocols, policies and by-laws.

How to Apply

By submitting your application for a position at the City of Cape Town, you are consenting to the use of your personal information provided as part of your application and/or Recruitment process for



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Recruitment and Selection purposes. In addition, you may be required to undergo, including but not limited to, Criminal and Security Checks, Personal Verification, and Lifestyle Audits, throughout your recruitment process and/or subsequent employment.

External candidates: APPLY ON LINE VIA
www.capetown.gov.za/careers

Internal staff: APPLY ON LINE VIA SAP PORTAL

Certified copies of qualifications must be available on request.

Applicants are respectfully informed that, if no notification of appointment is received within three months of the closing date, they must accept that their applications were unsuccessful.



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