



Universities South Africa is a national association that represents the interests of the South African public universities through its key roles of advocacy, strategic research and sector support services. Universities South Africa also encourages cooperation among universities and among partners with whom it shares interests. Universities South Africa is based in Pretoria. As a non-profit organisation, Universities South Africa is funded through membership fees and revenues from contract management services and donor agencies.

*Applications are invited for the position of **Project Administrator**.*

**PROJECT ADMINISTRATOR X2
ONE-YEAR FIXED-TERM APPOINTMENT**

Remuneration package: Market-related salary package

This position is responsible for providing administrative support for donor funded projects as well as other administrative related tasks required in the Operations and Sector Support Directorate.

REQUIREMENTS: A relevant diploma or bachelor's degree in Finance; Information and business administration or equivalent. • At least 5-6 years administrative experience. • Experienced in organising and providing administrative assistance in a project management and office environment • Experience in handling a wide range of enquiries. • Excellent record keeping, data management and filing system • Proficient in written and verbal communication skills • Proficient in Microsoft Office especially (Outlook, Word, PowerPoint) advanced excel and Adobe Acrobat • Competitive advantage: experience in a SETA environment and Knowledge of a project management software.

KEY RESPONSIBILITIES (but not limited to): **Project Coordination & Administration** - Support the planning, implementation, and monitoring of the bursary programme; maintain project schedules, trackers, and milestone reports; coordinate meetings, workshops, and stakeholder engagements; prepare meeting agendas, minutes, and follow-up actions • **Learner & Beneficiary Management** - assist with recruitment, onboarding, and registration of bursary beneficiaries; maintain accurate learner records and databases; track student progress, attendance, and performance; provide administrative support to learners regarding documentation and queries • **Compliance & Documentation** - ensure all project documentation complies with services seta policies and requirements; maintain filing systems (electronic and manual) for audits and reporting; assist in compiling reports required by seta, funders, and internal stakeholders; monitor submission deadlines and ensure compliance with funding agreement • **Financial Administration Support** - support processing of learner stipends, invoices, and payments; track bursary expenditure against budget allocations; assist in reconciling financial records related to the project • **Stakeholder Engagement** - liaise with training providers, learners, seta officials, and internal departments; respond to queries and provide timely communication to stakeholders; support coordination between academic institutions and project team • **Reporting** - compile weekly, monthly, and quarterly progress reports; maintain accurate data for performance monitoring and evaluation; assist in audit preparation and project close-out reporting.

Interested candidates should please submit a letter of motivation and their CVs with the names and contact details of at least three traceable referees, by close of business on **06 July 2026**, to: recruitment@usaf.ac.za.

Correspondence will only be entered into with shortlisted candidates. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful. People from designated groups, including those with disabilities, are encouraged to apply.

Universities South Africa reserves the right not to make an appointment.

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