



City of Johannesburg
Johannesburg Development Agency

No 3 Helen Joseph Street
The Bus Factory
Newtown
Johannesburg, 2000

PO Box 61877
Marshalltown
2107

Tel +27(0) 11 688 7851 (O)
Fax +27(0) 11 688 7899/63
E-mail: info@jda.org.za

EXCITING AND CHALLENGING POSITION

www.jda.org.za
www.joburg.org.za

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders. The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

PROJECT COORDINATOR C3: PERMANENT SALARY SCALE R 483 875.00 – R 725 813.00 INCLUDING BENEFITS

Purpose of the position: To provide project administration and contract support throughout the Project Management lifecycle in order to ensure the successful delivery of projects.

Key Responsibilities: Project Office Administrative Support • Coordinate and organise the Senior Project managers diary. • Collate meeting documentation when required and provide to the Senior Project manager team prior to scheduled meetings. • Interact with all internal stakeholders concerned to provide the administrative support to the department. • Dealing with queries from internal and external stakeholders. • Receive and distribute incoming postal items. • Receive and track incoming documentation for signature. • Compile invoice schedule and track payment. • Tracking of SCM schedules and follow up on missing items and escalating as necessary. • Keep stationery supplies and order stationery for the Project Management business unit when required. • Scan and file of evidence related to the payments processed on server. • Source and obtain relevant information for the projects team. • Perform any other duties that may be delegated by the Senior Project Manager

Coordination of projects: • Provide project stakeholder management through coordination and involvement in project steering committees etc. • Minute taking in project meetings and tracking of project deliverables and assist the Senior Project Managers and Project Managers in coordinating project deliverables in line with the project plan. • Load all project tasks onto the project tracking system as received from the Project Managers. • Updating of Spreadsheets relating to the project deliverables and progress. • Record and escalate any project issues or risks identified. • Maintain and file all project correspondence and arrange and coordinate logistics relating to client meetings. • Ensure that all communication to the members of the project is prioritised and added to the project tracking system. • Develop and maintain good relationships with clients, stakeholders, and suppliers • Co-ordinate all project-related printing needs. • Liaise with suppliers, loading of contracts receipt of invoices and producing a monthly recon on the relevant account. • Assist the Senior Project Managers with reporting. • Attend to any ad hoc duties which may arise.

Education and Experience:

- Minimum Grade 12/ Senior Certificate/ NQF Level 4
- Minimum Bachelor's degree in Project Management, Business Management, Public Administration or equivalent NQF Level 7
- Minimum 4 years' working experience in a Project Management or Construction Management environment
- Knowledge in Public Procurement or Built environment operations will be an added advantage
- A postgraduate qualification will be an added advantage

Closing date: 16 February 2026

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1OCQuTb1vTjOH9oTcKkJJsQew554>

This is a permanent employment contract. JDA offers a market-related salary commensurate with qualifications and experience. Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and position will be filled in line with its EE targets.

Building a better city

Directors
J Maputla (Chairperson) T Mathibe (CEO) S Mpakama (CFO) D Oliphant M Mokoena M Ntanga M Ramonyai V Hlongwa S Masiza T Nawane B Molelekeng N Veyi T Sibeko
T Msane (Company Secretary)
Registration Number: 2001/005101/07