



WE ARE HIRING

PROJECT COORDINATOR

Key Responsibilities:

- Coordinate and oversee training projects from initiation to completion.
- Develop project plans, timelines, and reporting structures.
- Liaise with facilitators, learners, and external stakeholders to ensure smooth delivery.
- Monitor project budgets, resources, and compliance with relevant regulations.
- Track progress, prepare reports, and escalate risks or delays where necessary.
- Ensure accurate record keeping, including attendance registers, project documentation, and learner files.
- Support quality assurance and accreditation requirements.
- Assist in organising workshops, assessments, and workplace placement activities.

Requirements:

- A National Diploma/Degree in Project Management, Education, Business Administration, or related field.
- Minimum 2–3 years' experience in project coordination (preferably in training/skills development environment).
- Strong organisational and administrative skills.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Knowledge of SETA & QCTO requirements and training regulations will be an added advantage.

Key Competencies:

- Attention to detail and ability to manage multiple priorities.
- Team player with problem-solving skills.
- Ability to work independently and under pressure.
- Strong commitment to deadlines and quality outputs.

Closing Date: 03 October 2025 at 12pm

Interested candidates should apply to: recruitment@eastc.co.za

(Please use the subject line 'Application - Project Coordinator')

Project coordinator