

Services SETA
Occupational Title:

Chamber: Generic Project Management
 Project Team Member

Purpose of the Occupation:

Coordinates project support functions through maintaining and managing assigned projects, utilising modern project management software and tools.

Comments:

Note: Occupation already on OFO / Possible alternative

511102 Contract, Program and Project Administrators (Skill Level 3)

Plans and undertakes administration of organisational programs, special projects and support services.

Alternative Title or Specializations: Administration Officer; Administrator; Assistant Secretary of the Cabinet; Consents Officer / Clerk; Contract Coordinator; Corrections Operations Advisor / Coordinator; Course Coordinator; Officer in Charge; Project Advisor / Leader / Supervisor; **Project Coordinator**; Project Programme Specialist; Programme Coordinator; Senior Officer; Strategic Support Officer; Support Officer

Alternative or Specialisation Titles for the Occupation:

Project Controller
Project Scheduler
Project Planner
Project Administrator

Regulatory Framework:

Professional Bodies (Voluntary membership)

Registration Title(s):

Project Management South Africa (PMSA)	Project Team Member
PMI (Project Management Institute – USA)	Project Team Member
APM (Association for Project Management – SA)	Project Team Member
GAPPS (Global Alliance for Project performance Standards)	Project Team Member

Regulation Legislation or self regulatory framework

Global Value Chain Imperatives:

NONE	
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Physical Ability:

Physical disabilities not accommodated in the occupation

Physical requirements essential to the occupation

CAREER PATHWAY

PREVIOUS OCCUPATION(S)	OCCUPATIONS UNITS ARTICULATING TO
Could be a first occupation after graduation	Project Manager
Planning Support Officer / General Clerk	
Planning and Liaison Officer / Production Clerk	

RELEVANT ENTRY LEVEL QUALIFICATION FOR OCCUPATION

Type of Qualification	Field of Learning	Driving Licenses
Learning Programme	3 - Business, Commerce & Mgmt Studies	
	3.6 Office Administration	
	3.8 Project Management	School Qualification
		Grade 12 / Standard 10

TASKS IDENTIFIED BY INDUSTRY:

Task 1: Provides support to the Project Manager in establishing and maintaining collaborative business relationships with relevant project stakeholders, including clients/customers, service providers/suppliers, and beneficiaries

Task 2: Executes procedures for the timely and cost effective purchasing of all equipment, materials and services – under the direction of the project manager – required for the project, having regard to corporate, project and generally accepted public or ethical policies, and legal requirements

Task 3: Develops comprehensive project activity schedules to optimise the guidance of a project through its life span from concept to product transfer, in various formats and detail to suit different users or audiences and using appropriate software and related techniques to do so

Task 4: Coordinates and controls the flow of work and resources between team members of a project according to an integrated project management plan

Task 5: Administers close-out procedures as certified by the project manager upon completion of a project.

Task 6: Plans, undertakes and maintains the administration of contracts with relevant project stakeholders, including clients/customers, service providers/suppliers, project staff and beneficiaries

Task 1: Provides support to the Project Manager in establishing and maintaining collaborative business relationships with relevant project stakeholders, including clients/customers, service providers/suppliers, and beneficiaries

Indicator of competence: Collaborative business relationships with relevant project stakeholders, including clients/customers, service providers/suppliers, and beneficiaries are established and maintained

Verb 1	Verb 2 (if needed)	Deliverable: Product or Service	Context or Specialisation	Indicator of Competence
Provides		support to the Project Manager	in establishing and maintaining collaborative business relationships with relevant project stakeholders, including clients/customers, suppliers, and beneficiaries	Collaborative business relationships with relevant project stakeholders, including clients/ customers, service providers/ suppliers, and beneficiaries are established and maintained.
Skills associated with task			Knowledge required to perform specific skill	
Skill 1	Identifies relevant stakeholders and their needs and expectations		<ul style="list-style-type: none"> • Stakeholder / social audits • Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. • Effective communication techniques • Customer Service — Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. 	
Skill 2	Provides support in managing stakeholder communications needs		<ul style="list-style-type: none"> • Project or business meeting procedures • Documentation and dissemination process • Business reporting / progress reporting • Communication, and dissemination techniques and methods • Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology 	
Skill 3	Provides support in the identification of project stakeholder's level of satisfaction with progress and		<ul style="list-style-type: none"> • Customer Service — Knowledge of principles and processes for providing customer services. This includes customer needs 	

	performance.	assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Skill 4	Identifies and reports vendor or contractor grievances, and claims against suppliers.	<ul style="list-style-type: none">• Effective communication techniques, negotiation & persuasion• Problem solving

Task 2: Executes procedures for the timely and cost effective purchasing of all equipment, materials and services – under the direction of the project manager – required for the project, having regard to corporate, project and generally accepted public or ethical policies, and legal requirements

Indicator of competence: Procedures for the timely and cost effective purchasing of all equipment, materials and services required for the project are executed under the direction of the project manager, having regard to corporate, project and generally accepted public or ethical policies, and legal requirements

Verb 1	Verb 2 (if needed)	Deliverable: Product or Service	Context or Specialisation	Indicator of Competence
Executes		procedures for the timely and cost effective purchasing of all equipment, materials and services	- under the direction of the project manager - required for the project, having regard to corporate, project and generally accepted public or ethical policies, and legal requirements	Procedures for the timely and cost effective purchasing of all equipment, materials and services required for the project are executed under the direction of the project manager, having regard to corporate, project and generally accepted public or ethical policies, and legal requirements
Skills associated with task			Knowledge required to perform specific skill	
Skill 1	Implements purchasing and contract management instructions, policies, and procedures		•	
Skill 2	Checks purchase order claims and contracts for conformance to company policy		•	
Skill 3	Prepares and processes requisitions and purchase orders for supplies and equipment		•	
Skill 4	Maintains records of goods ordered and received / asset recording		•	
Skill 5	Provides support in analyzing market and delivery systems to assess present and future material availability		•	

Task 3: Gathers and collates information to produce comprehensive project activity schedules according to project plan

Indicator of competence: Comprehensive project activity schedules are produced.

Verb 1	Verb 2 (if needed)	Deliverable: Product or Service	Context or Specialisation	Indicator of Competence
Develops		comprehensive project activity schedules	to optimise the guidance of a project through its life span from concept to product transfer, in various formats and detail to suit different users or audiences and using appropriate software and related techniques to do so	Comprehensive project activity schedules are developed to optimise the guidance of a project through its life span from concept to product transfer
Skills associated with task			Knowledge required to perform specific skill	
Skill 1	Gathers information from all relevant sources		<ul style="list-style-type: none"> • Scheduling concepts, theory and alternative approaches • Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology 	
Skill 2	Assists in evaluating results to detect or assess problems or to choose the best solution and solve problems		<ul style="list-style-type: none"> • Scheduling concepts, theory and alternative approaches • Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology 	
Skill 3	Schedules events, programs, and activities, as well as the work of others		<ul style="list-style-type: none"> • Scheduling concepts, theory and alternative approaches • Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources • Computer: Project management software; Spreadsheet software; Enterprise resource planning ERP software; Word processing software; Electronic mail software; Data base user interface and query software 	
Skill 4	Participates in teams/team work		<ul style="list-style-type: none"> • Principles and processes for providing customer and personal services • Communication 	

Task 4: Provide administrative support for effective flow of work and resources between team members of a project according to an integrated project management plan

Indicator of competence: The flow of work and resources between team members of a project are coordinated and controlled according to an integrated project management plan

Verb 1	Verb 2 (if needed)	Deliverable: Product or Service	Context or Specialisation	Indicator of Competence
Coordinates	and controls	the flow of work and resources	between team members of a project according to an integrated project management plan	The flow of work and resources between team members of a project are coordinated and controlled according to an integrated project management plan
Skills associated with task			Knowledge required to perform specific skill	
Skill 1	Gathers information from all relevant sources to provide information for the budget		<ul style="list-style-type: none"> 	
Skill 2	Verifies project financial commitments are consistent with corporate financial policies and procedures Prepares expenditure documents for approval by the project manager		<ul style="list-style-type: none"> Project Management standards and organisation procedures Legislative, policy and regulatory framework Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. 	
Skill 3	Maintains budgetary and inventory controls and make recommendations to management Ensure consistency with budget WBS allocations		<ul style="list-style-type: none"> Financial and project cost accounting Computer: Project management software; Spreadsheet software; Enterprise resource planning ERP software; Word processing software; Electronic mail software; Data base user interface and query software 	
Skill 4	Maintains cost management records for project(s)		<ul style="list-style-type: none"> Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology. 	
Skill 5	Provides regular project cost reports to management		<ul style="list-style-type: none"> Business reporting / progress reporting 	

	including forecast-final-cost and cash flow requirements	<ul style="list-style-type: none"> • Communication, and dissemination techniques and methods • Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology
Skill 6	Monitors actual progress, compares to baseline and reports progress against schedule Collects/collates information for PM to analyse	<ul style="list-style-type: none"> • Project Management standards and organisation procedures • Business reporting / progress reporting • Communication, and dissemination techniques and methods
Skill 7	Coordinates inspection and report progress of the work	<ul style="list-style-type: none"> • Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources
Skill 8	Examines technical and technology documentation for completeness and latest versions	<ul style="list-style-type: none"> • Legislative, policy and regulatory framework
Skill 9	Administers salaries and work out leave entitlements Processing accounts payable and receivable, and payment of wages and salaries	<ul style="list-style-type: none"> • Financial and project cost accounting • Computer: Project management software; Spreadsheet software; Enterprise resource planning ERP software; Word processing software; Electronic mail software; Data base user interface and query software • Principles and procedures for compensation and benefits

Task 5: Administers close-out procedures as certified by the project manager upon completion of a project.

Indicator of competence: Close-out procedures are administered as certified by the project manager upon completion of a project.

Verb 1	Verb 2 (if needed)	Deliverable: Product or Service	Context or Specialisation	Indicator of Competence
Administers		close-out procedures	as certified by the project manager upon completion of a project	Close-out procedures are administered as certified by the project manager upon completion of a project.
Skills associated with task			Knowledge required to perform specific skill	
Skill 1	Closes all project documentation and ensures all final payments are processed Closes all related contract documentation and accounts		<ul style="list-style-type: none"> Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology 	
Skill 2	Assembles project close-out documents records		<ul style="list-style-type: none"> Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology 	
Skill 3	Writes project completion report		<ul style="list-style-type: none"> 	
Skill 4	Abstracts/summarises all data that might be useful for future projects		<ul style="list-style-type: none"> 	
Skill 5	Assists with post-contract audit, if required		<ul style="list-style-type: none"> 	
Skill 6	Archives appropriate records / contract documentation in corporate archives		<ul style="list-style-type: none"> Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology 	

Task 6: Plans, undertakes and maintains the administration of contracts with relevant project stakeholders, including clients/customers, service providers/suppliers, project staff and beneficiaries

Indicator of competence: Contracts with relevant project stakeholders, including clients/customers, service providers/suppliers, project staff and beneficiaries are administered.

Verb 1	Verb 2 (if needed)	Deliverable: Product or Service	Context or Specialisation	Indicator of Competence
Plans	undertakes and maintains	the administration of contracts	with relevant project stakeholders, including clients/customers, service providers/suppliers, project staff and beneficiaries	Contracts with relevant project stakeholders, including clients/customers, service providers/suppliers, project staff and beneficiaries are administered
Skills associated with task			Knowledge required to perform specific skill	
Skill 1	Develops and reviews contracts		<ul style="list-style-type: none"> Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology 	
Skill 2	Responds to inquiries and resolves problems concerning contracts and services provided, and persons affected		<ul style="list-style-type: none"> 	
Skill 3	Administers paperwork associated with contracts, programs, projects and services provided		<ul style="list-style-type: none"> 	
Skill 4	Advises project managers on matters requiring attention and implementing their decisions		<ul style="list-style-type: none"> 	
Skill 5	Oversees work by contractors and reporting on variations to work orders		<ul style="list-style-type: none"> Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology 	
Skill 6	Collects data associated with projects undertaken, and reporting on project deliverables		<ul style="list-style-type: none"> Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology 	
Skill 7	Arranges meetings and workshops		<ul style="list-style-type: none"> Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology 	

