

JOB DESCRIPTION		
<b>Job Title:</b> Project Administrator	<b>Grade:</b> C1	<b>Section:</b> Project Controls
<b>Purpose:</b> To administrate and coordinate all project administration tasks during the project life cycle.		
FUNCTIONAL RESPONSIBILITIES	RESPONSIBILITIES AND OUTPUTS	
<ul style="list-style-type: none"> <li>Maintenance of Project Document Management System Sites with regards to process checklists, project organograms, leave, document, change and other registers, site access and contribution permissions and metadata fields.</li> <li>Management of document authorization and circulation between stakeholders.</li> <li>Timesheet submission and project closure deliverables.</li> <li>Formatting of official project documentation as per the Client required standards.</li> <li>Recording of meeting minutes, decision registers, daily diaries and other events relating to the project.</li> <li>Assist the document control function from time to time if the workload demands it.</li> <li>Provide representation on behalf of the project team with respect to issues relating to project administration at progress and other meetings; and</li> <li>Preparation of progress report documentation and presentations as prescribed by the project management team.</li> <li>Assistance with approval of documents (e.g., scope changes).</li> </ul>	<ul style="list-style-type: none"> <li>Ensure and maintain a healthy environment, safe operations, and practices.</li> <li>Responsible for own and client safety</li> <li>Comply to all applicable SHE policies and procedures in line with set standards.</li> <li>Report defects and incidents</li> <li>Administration of documents during the project close-out and handover phase</li> <li>General administrative duties as directed by Project Managers/Controls Manager/Business Line Manager</li> <li>Adhere to project naming and numbering conventions. Technical number system to be confirmed.</li> <li>Scan documentation and liaise with external reprographics company.</li> <li>Assist with control board activities, agenda, recording dispositions, maintain action item lists.</li> <li>Prepare project reports and execution reports for distribution and produce specific summary reports.</li> <li>Archive documents and produce storage information.</li> <li>Perform general document control (photocopying, scanning, quality checking of metadata)</li> <li>Assist team with quality checks and audits of data entries, identifying and correcting any anomalies.</li> <li>Provide relevant project document management support to applicable stakeholders.</li> <li>Highlight cost areas of concern and suggesting areas of improvement.</li> </ul>	
COMPETENCIES		
FUNCTIONAL	GENERIC	LEADERSHIP
<ul style="list-style-type: none"> <li>Computer literacy - MS Office and relevant DMS - Essential/Minimum</li> </ul>	<ul style="list-style-type: none"> <li>Integrity and ethical conduct</li> <li>Teamwork</li> <li>Accepting accountability</li> <li>Concern for impact on safety</li> <li>Quality focus</li> <li>Able to work in a fast-paced and deadline-driven environment</li> </ul>	<ul style="list-style-type: none"> <li>Driving accountability</li> <li>Drive and energy</li> <li>Initiating action</li> <li>Building and maintaining stakeholder relationships</li> <li>Cross-cultural awareness</li> <li>Impact and influence</li> <li>Organizational understanding</li> <li>Business understanding</li> </ul>
QUALIFICATION AND EXPERIENCE INDICATORS		
QUALIFICATIONS	EXPERIENCE	
<ul style="list-style-type: none"> <li>GR12/STD10 / N3 - Essential/Minimum</li> <li>Certificate Project Management - Recommended/Desirable</li> </ul>	<ul style="list-style-type: none"> <li>Relevant job-specific experience of 1-3 years.</li> </ul>	
ADDITIONAL COMMENTS		
Willing and able to travel nationally and internationally.		