

Datacentrix Holdings Limited  
Incorporated in the Republic of South Africa  
(Registration number: 1998/006413/06)  
Share code: DCT  
ISIN: ZAE000016051  
("Datacentrix")

## Careers @ Datacentrix

### Job Title: Project Coordinator

### Location: Gqeberha

Assist Project Manager with the daily activities of Project Management

### Primary Role Accountabilities:

- Assist Project Manager with the daily activities of running a project. This can be any number of tasks including but not limited to clerical duties, maintain contact with clients and parties involves through email and phone calls, answer questions and concerns, prepare presentations, and enter project data.
- Create concrete, detailed plans for a project, including the schedule, the budget, outlining the duties of each team members, identifying project goals, and setting a timeline for the project. Collaborate with various teams and hold meetings to develop project plans and present them to upper-level management before starting the project.
- Closely monitor each project he or she manages to ensure that projects remain on track, meet deadlines, stay under budget, and develop according to plan. They're responsible not only for identifying project objectives, but ensuring that they're met.
- Report Project Results Once a project is complete to the Project Manager, in conjunction with the Operations Manager, is responsible for gathering and documenting all project results and then reporting or presenting them to the appropriate parties. • Ensure the correct escalation processes are followed and that Project Sponsors & Project Owners are kept abreast of any unresolved issues or risks.
- Display consistent energy, drive and persistence in order to deliver results.
- Minute taking of all allocated project meetings/portfolio meetings in accordance with relevant templates and tools.
- Track and follow up with project resources on their assigned tasks as per the approved project plan

### Critical Requirements - Skills, Experience & Qualifications:

- Essential Matric or Grade 12
- Bachelors-degree or suitable Project Management Qualification CAPM, PMP, PMBOK or Prince2 certification, Agile, Certified Scrum Master.
- At least 6 months experience of Software Project Management experience
- Smartsheet Project Management tool or MS Projects
- Car and driver's license.

**Additional:**

- Please note that further checks will be conducted once the candidates are shortlisted (i.e. credit check; SA fraud check; ID verification; academic verification; criminal check).
- Please ensure you provide an updated CV and updated certified qualifications including a
- certified copy of your ID.

Datacentrix is an equal opportunity employer and in filling this vacant position, preference will be given to candidates from Previously Disadvantaged Backgrounds in terms of the Employment Equity Act and practice

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