

VACANCY | Project Administrator: Workforce Development

CLOSING DATE | 31 July 2026

ROLE	Project Administrator
MAIN PURPOSE OF ROLE	The Economic Inclusion Unit is responsible for developing innovative and impactful interventions that address systemic and structural exclusion that impact the ability of young people to access opportunities within the economy. Our work focuses on ecosystem capacity building to drive transformative change with a focus on the green economy, localisation and infrastructure development. The incumbent will perform administrative and clerical support duties for the Economic Inclusion Unit, working with the Project Manager and staff to ensure that all unit work is organized, filed, and securely stored while remaining easily accessible when required. The role includes providing support to project managers and technical advisors, handling project documentation, scheduling, budgeting administration, logistics and communication to stakeholders. Support general project administrative activities of the Economic Inclusion Unit. Responsibilities include project administrative duties, making travel and meeting arrangements, preparing reports, and maintaining appropriate filing systems. The ideal candidate should possess excellent oral and written communication skills and be able to organise their work using tools such as Microsoft Office and other office equipment.
REPORTS TO	Project Manager – Economic Inclusion
KEY PERFORMANCE AREAS	Administrative support assisting the project manager with daily tasks, including taking meeting minutes, scheduling, tracking project action items which includes maintaining project files, updating documentation, and ensuring compliance with project status; ensuring that risk management and control measures are applied throughout the project phases Project coordination assisting the Project manager to ensure that all projects are executed as agreed; monitoring and evaluation support including tracking project plans and reports as per signed SLA, contracts management and scheduling of project site visits and review meetings with stakeholders Project monitoring and evaluation support as a key point of contact with the PMO team ensuring all data and project information is well maintained. Communication and stakeholder management support as a point of contact for project participants and stakeholders. Support programme events.

At the NBI we believe in collaboration to effect change, building a South African economy that is inclusive, resilient, sustainable, and based on trust.

We are an independent business movement of 90 of South Africa's largest companies and institutions committed to the vision of a thriving country and society.

We work with our members and partners to enhance their capacity for change, leverage the power of the collective, enable action by business and create investment opportunities.

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Please note:

We are an equal opportunity organization and encourage people living with disabilities to apply.

Please note:

Interested persons should please forward their detailed CVs to Human Resources via e-mail SibongileN@nbi.org.za

Please consider your application unsuccessful if we have not contacted you by 14 August 2026

	5. Research, report and proposal writing through collating project information relevant to achieving project outcomes and impact; also support with analysing outcomes and impact. 6. Budget, procurement and logistics – assist in procurement, monitoring project expenditure, managing, organising project meetings and site visits.
MINIMUM EDUCATION AND EXPERIENCE	Minimum Education and Experience • A Diploma in Business Administration, Project Management certificate or relevant Administration qualification • A degree in a relevant field is an added advantage. • 3 – 5 years of working experience performing project administrative tasks
REQUIRED COMPETENCIES	• Supportive and collaborative • Strong administration and efficiency skills • Organisational skills and multitasking ability • Strong written and verbal communication skills • Strong stakeholder engagement skills at all levels • Ability to work under pressure • Excellent interpersonal skills • Strong knowledge of LMS and e-learning platforms • Basic understanding of Monitoring and Evaluation frameworks
PERSONAL ATTRIBUTES	• Adaptable and focused • Influencing skills • Passionate about socio-economic transformation • Ability to work independently and within a team
PACKAGE	• This is an 18-month contract position with a 3-month probation period. Remuneration will be negotiable at an annual Total Cost to Company (TCTC) range of R260 000 – R300 000 per annum depending on the level and experience of the successful candidate.