Wits Health Consortium (Pty) Ltd is a wholly owned subsidiary of the University of the Witwatersrand.

VACANCY	
Job title:	Project Coordinator (12 Months Fixed Term Part time)
Division:	Division of Education Leadership, Policy and Skills
Type:	Permanent ☐ Fixed Term ☒ Temporary ☐
Main purpose of the job:	To provide academic and coordination support for the Professional Certificate in Education Finance, Planning and Economics of Education.
Location:	Wits Education Campus
Closing date:	10 July 2026
Submit detailed CV to:	vacancies35@ewitshealth.co.za
Advert reference number:	Project Coordinator _ ELPS
In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.	

Key performance area

- Guide and assist with the development and implementation of the Professional Certificate in Education Finance
- Prepare contracts in line with the budget and funders' requirements.
- Develop standard operating procedures for managing projects, recording activities, and tracking progress.
- Work with the team to identify and manage risks.
- Arrange and organise meetings, teleconferences, events, workshops, facilities and minute taking.
- Link to government education departments to identify qualified participants.
- Ensure effective systems for admissions .
- Assist in ensuring that the website and other communication materials for Priceless are kept up to date.
- Liaise with team members and external stakeholders to ensure that project deadlines are met.
- Prepare reports.
- General office administration and support to the team as and when required.

Required minimum education and training

Master's in Education, or related fields.

Required minimum work experience

Minimum 5 years of working experience in project administration and course management.

Desirable additional education, work experience and personal abilities

- Computer literacy, particularly MS Word, Excel and PowerPoint.
- Experience working in a public education environment, donor-funded organization or NGO.
- Exceptional organizational and administrative skills.
- Able to maintain confidentiality, tact and professionalism at all times.
- Able to exercise discretion
- Display a high level of initiative and independent decision-making.
- Assertive, emotionally mature, confident and adaptable.
- Self-motivated with a high regard for work ethic, value and integrity and highly organized
- Able to work independently and as part of a multidisciplinary team.
- Have a background in education planning, education finance and/or education economics.

Should you be interested in applying for this vacancy, please send an email vacancies35@witshealth.co.za The subject heading of the email must read **Project Coordinator _ELPS** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV

The Wits Health Consortium will only respond to shortlisted candidates. Candidates who have not been contacted within two weeks of the closing date can consider their applications unsuccessful.