

Project Administrator-24 Months Secondment

Job Details

Location:	Mosselbay
Employment Type:	Fixed Term Contract
Experience Level:	Entry Level
Category:	Engineering
Job Type:	Internal
Work Location:	Office
Deadline:	16 Aug 2026
Posted:	23 Jul 2026

Job Purpose

Provide project support and administration functions to the Engineering & Project and Engineering & Projects Team by developing and maintaining project administration functions in order for the office to function effective and efficiently to assist the achievement of Operations project objectives

Job Description

Responsibilities:

- Provide general administrative support for services such; as correspondence, procurement of supplies and processing supplier payments, dealing with incoming and outgoing mail, arranging meetings, function and equipments , minute taking, and distributing of reports etc. for the various project to ensure optimally functioning project office environment.
- Contribute to the development and maintenance of tools, processes and procedures that enhance the project administration systems and monitor and track that only approved procedures for project administration and documentation are followed to ensure good project governance.
- Capture and update project activities in MS project to ensure an updated project plan, milestone achievement, resourcing and costs.
- Assist in the processing of service level agreements documentation and liaise with various departments, filing the SLA's and portfolio of evidence to ensure parties records of compliance to agreements are properly managed.
- Assist with the establishment of an electronic and hard copy filing system and coordinate the filling and storage of projects documents, records, policies and procedures, reports and presentations according to ISO standards to ensure easy access to project documentation and ISO accreditation.
- Execute and coordinate all local and international travel arrangements which includes travel, accommodation, visas, logistical arrangements and daily allowances according to PetroSA policies and procedures to ensure employees travel takes place when required and according to employee's satisfaction.
- Assist staff with any requests or queries relating to project administration processes and documentation to ensure quality customer service hence ensures good image of the project.
- Track and reconcile project expenditure against project budgets, identify discrepancies and reasons for discrepancies so that corrective actions can be implemented to ensure project funds are optimally utilized.

Knowledge & Competencies:

- PetroSA Policies and Procedures
- SAP MM
- Travel policy and procedures
- Project execution model
- South African legislation relating to SHEQ (e.g. Mine Health and Safety Act; Occupational Health and Safety Act)
- Preferential Procurement Policy

Requirements & Qualifications

Minimum Qualification:

- National Diploma in Office Administration or Project Administration / Management.

Minimum Work Experience:

- 3 years office administration / 2 years exposure to project administration environment.

PetroSA is committed to Equality, Employment Equity, and Diversity regarding employment opportunities. In accordance with our Employment Equity Plan, preference may be given but not limited to candidates from under-represented designated groups. PetroSA reserves the right not to make an appointment to posts as advertised. PetroSA encourages candidates living with disabilities to apply for positions.

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