



Innovative Bio-Science

[www.obpvaccines.co.za](http://www.obpvaccines.co.za)

Onderstepoort Biological Products SOC Ltd (OBP), based in Pretoria North, is a manufacturer of veterinary vaccines and other biological products. OBP is a Schedule 3B Public Entity and is committed to quality products and equal opportunities in employment

## Project Coordinator

(Ref: PC07 /2024)

Paterson Grade C2 Post

Closing Date: 23 May 2024

**Internal Advert**

To provide administrative and coordination support to the Projects Department and the office of the Chief Operations Officer including the coordination of project activities, management and archiving of project documentation, communication to stakeholders on project status and other project related tasks.

**Main Responsibilities include:**

- \* Compiling of documents as required for project procurement purposes
- \* Ensure that a register is kept for all documents forwarded to the Procurement Department
- \* Maintain all relevant registers for internal purposes such as contractor and supplier registers
- \* Ensure up to date maintenance of Project and Chief Operations Officer office inventory
- \* Coordinate project execution as per project plan
- \* Support the implementation of Projects through adherence to project management best practices
- \* Monitoring and communicating progress to all stakeholders against relevant project schedules
- \* Ensure documents related to projects are archived and storage locations documented for traceability
- \* Assist in the ordering of resources internally as required for projects
- \* Assist in tracking project expenses and costs to ensure project budget compliance
- \* Coordinate schedules and manage calendars for multiple parties to ensure that activities are properly arranged with no conflicts
- \* Update workflows as per agreed frequencies to demonstrate project status and progress made
- \* Prepare documents, presentation materials, and facilities for meetings when required
- \* Ensure that the work area is cleaned upon completion of work
- \* Ensure that copies of Test Certificates, Calibration Certificates are easily accessible and that relevant departments have their own copies
- \* Provide relevant documentation to QA Department for adherence to ISO requirements
- \* Ensure that all project documentation (SOPs, maintenance schedules, spare parts lists, qualification test documents and FAT and PAT documents) for qualification purposes are supplied to QA Department before project sign-off
- \* Contribute towards the mitigation of the department's risk profile by implementing sound governance and compliance processes and tools to identify and manage risks
- \* Assist in monitoring relevant changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements within scope of control
- \* Support and provide

evidence to all internal and external audit requirements where needed \* Adhere to all relevant laws, policies and Standard Operating Procedures within scope of control\*

**Minimum Requirements include:** \* Diploma in Project Management or Business Administration. (NQF 6) \* 3 Years' relevant Administrator experience is required \* 2 Years' experience in a Project Administrator or Project Coordinator role is preferable.

**Remuneration:** A Paterson Grade C2 remuneration package will be offered that is commensurate with experience and qualification of the successful candidate.

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**OBP reserves the right to fill any of its positions.**

**Suitably qualified candidates should submit their CV's and Qualifications at [Recruitment@obpvaccines.co.za](mailto:Recruitment@obpvaccines.co.za) by the closing date. No late applications will be accepted or considered after the closing date.**

**Only shortlisted candidates will be contacted. Should you not hear back from us in 3 months from closing date consider your application unsuccessful.**

Candidates should reside within South Africa.