

# We're Hiring

## Project Administrator



**Bitventure is a high-growth fintech powering digital transformation across Africa.**

We're looking for a highly organised, detail-driven Project Administrator to support our project delivery, governance, and coordination across multiple strategic initiatives. If you thrive in a fast-paced environment, enjoy enabling smooth execution, and bring strong administrative discipline, this role is for you.

### What You'll Drive

- Provide administrative, coordination and governance support across multiple concurrent projects (client integrations, product rollouts, operational improvements, bespoke fintech implementations).
- Maintain and prepare project templates, schedules, milestone plans, task lists, Gantt charts, and action logs using Jira, MS Project, SharePoint, and Confluence.
- Ensure documentation standards for SOWs, BRDs, solution designs, test plans, deployment notes, and runbooks follow strict version control and configuration management.
- Curate and maintain a centralised project repository aligned to POPIA and Bitventure's security requirements.
- Assist with onboarding documentation and technical packs for clients (API specs, integration guides, test cases).
- Support strategic programmes such as platform upgrades, migrations, M&A integrations, and international expansion.

### What We're Looking For

- Bachelor's degree or diploma in IT, Computer Science, Business Administration, or related fields.
- Project Management certification advantageous (PMP, CAPM, PRINCE2, Agile).
- 3+ years' experience in a similar role within fintech, payments, banking, or digital technology environments.
- Experience with Jira and Confluence (strong preference).
- Proven ability to manage multiple projects simultaneously.
- Ability to convert technical concepts into clear communication for clients and internal teams.
- Strong documentation management, versioning, and configuration control abilities.
- Working understanding of SDLC, software delivery environments, and cross-functional collaboration.

**This is a critical role in enabling secure, reliable, and scalable digital platforms.**

**Apply today: Send your CV and qualifications to [careers@bitventure.co.za](mailto:careers@bitventure.co.za)**

Location: South Africa | Industry: Fintech | Job Level: Junior