

**FIVE (5) YEAR FIXED TERM CONTRACT  
INTERNAL AND EXTERNAL ADVERT**

**JOB TITLE:** Programme Manager (Central Line)

**SALARY GROUP:** Senior Management

**LOCATION:** Western Cape

**DEPARTMENT:** Office of the CEO PRASA Technical

**POST NUMBER :** TBA

**REFERENCE:** PM/JHB/CEO/PT/002

**DEPARTMENTAL MISSION:** To plan, manage and execute Prasa Technical, Capital Projects. Ensure appropriate, planning including feasibility, budgeting, risk, safety, stakeholder management and successful completion of projects.

**OUTPUTS:**

**Programme Management**

- Develop and steward capital projects strategy and objectives to meet long-term PRASA objectives.
- Develop capital project plans aligned to strategy
- Manage contracts between PRASA and service providers
- Manage projects' budget and monitor the expenditure and costs
- Ensure effective progress reporting, risk management and quality assurance
- Ensure that finance, progress and risks are highlighted in the report and elevate decisions required from management
- Provide guidance to Project Managers / Engineers / Consultants in respect of engineering information, environmental assessments, and economic feasibility studies in order to ensure conformance with industry standards and specifications.
- Monitor the programme and projects in terms of the agreed time frames and deliverables and undertake corrective action as required
- Receive reports from Project Managers regarding projects progress after discussion at projects meetings
- Prepare a monthly consolidated report of projects for incorporation into the Tech Exco's report.
- Ensure that finance, progress and risks are highlighted in the reports and elevate decisions required from management
- Ensure effective project closure in terms of the agreed terms, policies, guidelines and regulations.

**Project Planning and Feasibility**

- Prepare business cases for the programme/projects
- Conduct project feasibility studies that consider the financial, developmental and social aspects of the project
- Ensure alignment with project requirements and TECH strategy
- Develop and submit preliminary design, together with specifications and resource requirements for approval
- Develop and submit detailed design (specifications, costing, schedule and risk assessment)
- Plan and design the projects and proactively monitor its overall progress, resolve issues and initiate corrective action as appropriate
- Ensure appropriate approvals for feasibility studies
- Prepare and manage project budgets and cash flows

**Project Procurement and Contract Management**

- Develop the projects briefs, that includes the technical specifications, e.g. timeframes for delivery, Socio economic and financial feasibility requirements for approval
- Develop technical specifications for procurement of service providers.
- Liaise with SCM
- Define the appropriate service level for each Service Provider
- Oversee and control the deliverables from contractors

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| KNOWLEDGE:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | SKILLS:                                                                                                                                                                                                                                      | ATTITUDES:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CAPABILITIES:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Good leadership skills</li> <li>• Ability to think strategically</li> <li>• Strong project management skills</li> <li>• Analytical with attention to detail</li> <li>• Ability to coordinate and supervise</li> <li>• Strong communication skills</li> <li>• Excellent interpersonal skills at all levels within the organisation as well as externally</li> <li>• Good knowledge of MS Word, Excel, PowerPoint and Project</li> <li>• Good presentation skills.</li> <li>• Highly motivated and resourceful</li> <li>• Manage multiple tasks and report to multiple people</li> <li>• Ability to work to tight deadlines in an ever-changing environment</li> <li>• Ability to integrate and synthesize information from multiple sources in order to anticipate issues and solve problems.</li> <li>• Ability to compile and work according to budgets.</li> <li>• Ability to integrate divergent objectives into singular goals</li> </ul> | <ul style="list-style-type: none"> <li>• Written and verbal communication</li> <li>• Project management</li> <li>• Report Writing</li> <li>• Problem solving</li> <li>• Analytical and Interpretation</li> <li>• Deadline Driven</li> </ul>  | <ul style="list-style-type: none"> <li>• Ability to work under pressure</li> <li>• Quality oriented</li> <li>• Team work</li> <li>• Initiative</li> <li>• Positive and motivated</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>Minimum requirements</b></p> <ul style="list-style-type: none"> <li>• Degree in relevant field</li> </ul> <p><b>Ideal:</b></p> <ul style="list-style-type: none"> <li>• MBA or relevant Master’s Degree from accredited Institute (NQF9), formal project management qualification (will be an added advantage)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Business/project management must possess required knowledge, skills and abilities to be able to explain and demonstrate, with or without reasonable accommodation that the essential functions of the job can be performed. 10 Years.</li> </ul> <p><b>Ideal:</b></p> <ul style="list-style-type: none"> <li>• Comprehensive business/project management. 8 Years.</li> </ul> <p><b>Legal requirement:</b></p> <ul style="list-style-type: none"> <li>• Registered Engineer with ECSA as a Professional</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Good Negotiation and mediation skills.</li> <li>• Strategic Planning</li> <li>• Human behaviour and group dynamics</li> <li>• Conflict resolution and counselling</li> <li>• Environmental awareness</li> <li>• Change and change management</li> <li>• Self-knowledge</li> <li>• Applicable legislation</li> <li>• Financial system and principles</li> <li>• Basic contract law and contracting principles</li> <li>• Basic principles of risk management</li> <li>• General rules, safety instructions and regulations</li> <li>• Project management experience</li> <li>• PFMA and all other relevant legislation</li> <li>• Good knowledge of MS Word, Excel, PowerPoint and Project Office.</li> </ul> |                                                                                    |                      | <p>Engineer or registrable within 12 to 18 months (i.e. busy with ECSA reports already).</p> <p><b>Ideal:</b> A Government Certificate of competency</p>                           |                       |                    |                      |                     |                       |                    |
| <p><i>Please apply by completing an internal application form (internal applicants) and submitting this together with your complete CV to: Head of Department: Human Capital Management: PRASA, Private Bag X101, Braamfontein, 2017, Or 14<sup>th</sup> Floor Room 4-19 Umjantshi House, 30 Wolmarans Street, BRAAMFONTEIN for the attention of: Kgothatso Ntoane email <a href="mailto:Kgothatso.ntoane@prasa.com">Kgothatso.ntoane@prasa.com</a> or <a href="mailto:rtechnical@prasa.com">rtechnical@prasa.com</a></i></p>                                                                                                                                                                                                                         |                                                                                    |                      | <p><b>CLOSING DATE: 27 August 2021</b></p> <p><i>Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.</i></p> |                       |                    |                      |                     |                       |                    |
| <p><b>ISSUED BY SENIOR MANAGER RECRUITMENT AND SELECTION</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>As per PRASA Employment Equity Plan, this position is earmarked as follows:</p> | <p><b>MALE</b></p>   |                                                                                                                                                                                    |                       |                    | <p><b>FEMALE</b></p> |                     |                       |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                    | <p>African<br/>x</p> | <p>Indian<br/>x</p>                                                                                                                                                                | <p>Coloured<br/>x</p> | <p>White<br/>x</p> | <p>African<br/>x</p> | <p>Indian<br/>x</p> | <p>Coloured<br/>x</p> | <p>White<br/>x</p> |