

## INTERNAL AND EXTERNAL ADVERT

<b>JOB TITLE:</b> Manager Electrical OHTE	<b>SALARY GROUP:</b> Manager	<b>LOCATION:</b> PRASA Technical Head Office
<b>DEPARTMENT:</b> Electrical Department	<b>POST NUMBER:</b> TBA	<b>REFERENCE:</b> PM/JHB/FIN/PT/122022

**DEPARTMENTAL MISSION:** The position is critical to the implementation of the Electrical Maintenance Plans for OHTE for all Regions

<b>OUTPUTS:</b>	<p><b>Senior Electrical Engineer Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Developing, reviewing, updating, modifying, and approving electrical design plans and work schedules</li> <li>• Liaising with clients and other engineers to ensure projects are completed to specifications</li> <li>• Establishing relationships with clients, vendors, suppliers, other professionals and expanding networks</li> <li>• Maintaining and improving existing engineering processes</li> <li>• Participating in conferences, events, and networking and learning opportunities</li> <li>• Drawing up budgets, schedules, company regulations and various other documents</li> <li>• Analyzing existing processes and scheduling meetings to discuss improvement initiatives</li> <li>• Conducting research, performing diagnostics, and troubleshooting equipment</li> <li>• Assisting with recruitment, training, and onboarding</li> <li>• Ensuring a safe, positive work environment</li> <li>• Responsible to manage the project budget and timelines</li> <li>• Provide direction and support to project management teams</li> <li>• Compile a submission for approval for any changes to contract or to project plan/design</li> <li>• Implement and manage project changes and interventions to achieve project outputs</li> <li>• Responsible and accountable for overall project administration and coordination</li> <li>• Facilitate the testing and commissioning of the equipment and facility in conjunction with the engineering instructions and end user teams to ensure project expectations and deliverables are met.</li> </ul> <p><b>Management of tender documents</b></p> <ul style="list-style-type: none"> <li>• Establish the scope of work for all external services providers</li> <li>• Liaise with relevant stakeholders who are responsible to gather the required tender documentation and submit to the Principal Engineer</li> <li>• Responsible to consolidate the tender pack and submit and present to the relevant committee/s for approval</li> <li>• Advertise the approved tender pack with support from Supply Chain Management</li> <li>• Review tender response of appointed contractors before contract negotiations take place to ensure the tender has responded all requirements and in accordance with all implementation requirements</li> </ul> <p><b>Reporting and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Prepare monthly reporting to Principal Engineer (Electrical) on cash flow employments stats, problems and solutions, progress against annual targets and project progress</li> <li>• Prepare quarterly reports for the Executive Manager on cash flow, employment stats, progress update and expenditure and projected spending</li> <li>• Validate and certify supplier invoices</li> <li>• Release Purchase Requisitions based on level of delegation</li> </ul>
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- Review daily site progress and or incident reports
- Conduct 1-2 site inspections upper week to check and validate project progress on site
- Liaise directly with Maintenance and Infrastructure Teams based on the findings from the site inspections
- Responsible to audit dedicated contractor and generate a monthly report for Health, Safety and Environment purposes
- Compile cash flow and budget request on an annual basis for the next three years
- Develop and review risk register for the project

#### **Close out**

- Issue the relevant certificate for project practical completion and final handover
  - Upon project completion submit a snag list highlights aspects that still need to be closed off which do not hinder the functionality but requires to be fixed to ensure it meets the quality standards and requirements
  - Submit final project close out report to the Principal Engineer on the completion and close of the entire project
  - Ensure all relevant Certificate of Compliance (Regulatory and Legislative requirements) are consolidated and submitted and provide to the Configuration Office and end users
  - Ensure all project information (as build drawings, manuals (for operations maintenance and training) training information, municipal and legislative approvals and close out reports) are consolidated and submitted to the Configuration Office and end users
  - Develop a lesson learnt register for the projects
- Submit final project cost to Finance department for capitalization of the projects

KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:						
<ul style="list-style-type: none"> <li>Human behaviour and group dynamics</li> <li>Conflict resolution</li> <li>Environmental awareness</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>General PFMA knowledge</li> <li>Knowledge of Legislation-OHSA</li> <li>Department of Trade and Industry requirements</li> </ul>	<ul style="list-style-type: none"> <li>Good written and verbal communications skills</li> <li>Project Management skills</li> <li>Report Writing skills</li> <li>Good organizational skills</li> <li>Problem-solving skills</li> <li>Computer skills</li> <li>Analytical skills</li> <li>Attention to detail</li> <li>Deadline drive</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work under pressure</li> <li>Positive and motivated</li> <li>Quality orientated</li> <li>Responsible</li> <li>Initiative</li> <li>Teamwork</li> <li>Reliable</li> <li>Analytical</li> <li>High Integrity</li> </ul>	<p><b>Minimum requirements</b></p> <ul style="list-style-type: none"> <li>B-Tech or BSc in Electrical Engineering</li> <li>Registered with Professional Engineering body (ECSA) as Professional Engineer/Technologist</li> <li>8-10 year's experience in rail environment</li> <li>5-10 year's experience in project management</li> </ul> <p><b>Added Advantage:</b></p> <ul style="list-style-type: none"> <li>Certificate in Project Management</li> </ul>						
<p><i>Please apply by completing an internal application form (internal applicants) and submitting this together with your complete CV accompanied by recent certified copies of ID and qualifications to: Head of Department: Human Capital Management: PRASA, Private Bag X101, Braamfontein, 2017, office 14-19 or email <a href="mailto:Kgothatso. ntoane@prasa.com">Kgothatso. ntoane@prasa.com</a></i></p> <p>By responding to this vacancy advert, irrespective of how such information is submitted, you consent to the collection, collation, processing, and storing of such information and the use and disclosure of such information in accordance with the PRASA data privacy protection policy.</p> <p>PRASA shall take all reasonable measures to protect the personal information of candidates/applicants, and for the purpose of this disclaimer, "personal information" shall be defined as detailed in the Promotion of Access to Information Act, Act 2 of 2000 ("PAIA") and the Protection of Personal Information Act, Act 4 of 2013 ("POPI")</p> <p>A copy of PRASA's Privacy notice is available on the website or upon request.</p>			<p><b>CLOSING DATE: 21<sup>st</sup> December 2022</b></p> <p><i>Please consider your application unsuccessful if you do not hear from us within three (3) months from the closing date.</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 X</p>	<p>Indian X</p>	<p>Coloured X</p>	<p>White</p>	<p>African X</p>	<p>Indian X</p>	<p>Coloured X</p>	<p>White X</p>