

INTERNAL AND EXTERNAL ADVERT

JOB TITLE: Project Manager Electrical

SALARY GROUP: Manager

LOCATION: PRASA Technical Head Office

DEPARTMENT: Electrical Department

POST NUMBER: TBA

REFERENCE: PM/JHB/Elec/PT/021

DEPARTMENTAL MISSION: Lead, plan and implement electrical maintenance in all regions and to accommodate the new trains that PRASA receives on an ongoing basis without disrupting the daily operations of PRASA trains.

OUTPUTS:

Project Management

- A Project Management oversee all aspect of an assigned project including planning, budgeting, execution, and logistics
- They spend time at the job site ensuring work is completed efficiently with no errors or negative impacts on the timeline
- The Project Manager also provide feedback to all team members and facilitates communication throughout the project's lifecycle
- Develop and deploy the modernization strategy for PRASA Depots
- Facilitate the definition of project scope, goals, and deliverables through the appropriate stakeholders
- Assemble and coordinate project management team
- Collaborate with the external and internal stakeholder to finalize preliminary designs for the modernization of the facility
- Establish all the detailed actions and steps in the process of the process of the modernization project with the external stakeholders
- Facilitate the sign of process with the engineering teams to obtain sign-off of preliminary and detailed designs
- Responsible to implement and monitor all health, safety, and quality measures on the project sites with the aid of external services providers
- Responsible to manage the project budget and timeless
- Provide direction and support to project management teams
- Compile a submission for approval for any changes to contract or to project plan/design
- Implement and manage project changes and interventions to achieve project outputs
- Responsible and accountable for overall project administration and coordination
- Facilitate the testing and commissioning of the equipment and facility in conjunction with the engineering and end user teams to ensure project expectations and deliverables are met

Management of tender documents

- Establish the scope of work for all external services providers
- Liaise with relevant stakeholders who are responsible to gather the required tender documentation and submit to the Principal Engineer
- Responsible to consolidate the tender pack and submit and present to the relevant committee/s for approval
- Advertise the approved tender pack with support from Supply Chain Management
- Review tender response of appointed contractors before contract negotiations take place to ensure the tender has responded to all requirements and in accordance with all implementation requirements

Contractor and Stakeholder Engagements

- Ensure that the final negotiated terms with the external service provider is submitted by Supply Chain Management to the CEO and/orGCEO for sign off
- Liaise with the Health and Safety Department, to support the contracted service provider to ensure they are fully inducted and safety compliant

- Responsible to build and maintain effective and healthy relations with contractors, operations, and consultants to ensure smooth implementation of the project

Reporting and Monitoring

- Prepare monthly reporting to Principal Engineer (Electrical) on cash flow, employment stats, problems and solutions, progress against annual targets and project progress
- Prepare quarterly reports for the Executive Manager on cash flow, employment stats, progress update, and expenditure and projected spending
- Validate and certify supplier invoices
- Release Purchase Requisitions based on level of delegation.
- 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 that 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 projects 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 provided to the Configuration Office and end users.
- Ensure all project information (as 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 costs to Finance department for capitalization of the projects.

KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:						
<ul style="list-style-type: none"> Human behaviour and group dynamics Conflict resolution Environmental awareness Self-knowledge Applicable legislation Financial system and principles Basic Contract Law and Contracting principles Basic principles of Risk Management General rules, safety instructions and regulations General PFMA knowledge Knowledge of Legislation-OHSA Department of Trade and Industry requirements 	<ul style="list-style-type: none"> Good written and verbal communications skills Project Management skills Report Writing skills Good organizational skills Problem-solving skills Computer skills Attention to detail Deadline drive Good interpersonal and advanced business communication skills enabling verbal and written communication at all levels Problem solving skills Good organizational skills Good organizational skills Analytical and interpretation skills Presentation Skills Planning 	<ul style="list-style-type: none"> Ability to work under pressure Quality orientated Responsible Initiative Teamwork Reliable Mature and ability to work under pressure Positive, self-motivated and people orientated Responsible and must be able to work as part of a team Take initiative while boundaries High integrity and reliable Analytical 	<p>Minimum requirements:</p> <ul style="list-style-type: none"> B-Tech/BSc Eng. in Build Environment or Equivalent or Certificate in Project Management Professional Engineer/Technologist/ Professional Project Manager/Construction Professional/Professional Engineering Technician 10 year's experience in railway environment 5 year's experience in project management <p>Added advantage:</p> <ul style="list-style-type: none"> BSc Eng./B Eng./B Tech Engineering in Electrical, Degree in Build Environment or Equivalent 						
<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 Kgothatso. ntoane@prasa.com</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>CLOSING DATE: 21st December 2022</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>ISSUED BY SENIOR MANAGER RECRUITMENT AND SELECTION</p>	<p>As per PRASA Employment Equity Plan, this position is earmarked as follows:</p>	<p>MALE</p>				<p>FEMALE</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>

