

INTERNAL AND EXTERNAL ADVERT

JOB TITLE: Project Manager -Electrical X3

SALARY GROUP: Middle Management

LOCATION: PRASA Technical Head Office

DEPARTMENT: Strategic Infrastructure

POST NUMBER: TBA

REFERENCE: PM/JHB/SI/PT/122022

DEPARTMENTAL MISSION: Responsible for the execution of capital projects

OUTPUTS:

- Compiling projects scope, goals, and deliverables for approval
- Compile annual business cases for the allocation of capital projects from PRASA Corporate
- Develop full-scale projects plans
- Provide input and technical support to Senior Management to support the Strategic Planning processes of the division
- Obtaining and reviewing the detailed project design from the design engineers(consultants)
- Facilitate and drive the approval of technical drawings, specifications, and bills of quantities
- Compilation of bid specifications tendering
- Review and ensure that all contractual formalities are in place
- Ensure that all relevant drawings are submitted to both the Region and the Configuration Management Office
- Manage the determination of the capital project scope of works
- Manage the allocated budgets for capital projects for the financial year
- Track all project deliverables using project management tools
- Responsible for constituting a Project Steering Committee and convening project meetings
- Provide overall support to the project team members (Consultants and Contractors)
- Responsible for overall quality assurance of capital projects
- Monitor and ensure compliance and adherence to quality assurance standards
- Ensure compliance with applicable statutory requirements
- Monitor progress on capital projects
- Review, approve and certify invoices for payment
- Perform post-project evaluations on completion
- Perform stakeholder management by involving and communicating with relevant stakeholders at all time
- Attend and direct monthly site meetings with both contractors and consultants
- Report constantly on the progress of projects to all relevant stakeholders
- Compile and present monthly projects reports detailing the progress and status of capital projects
- Determine and identify any problems/deviations with the implementation and progress of the projects
- Report on project cost against budgets and projections
- Provide and report on proposed remedial actions and solutions to any problems/deviations identified
- Track project deliverables using the project management tool (Update EPIC project management tool)

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 	<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 Analytical skills Attention to detail Deadline drive 	<ul style="list-style-type: none"> Ability to work under pressure Positive and motivated Quality orientated Responsible Initiative Teamwork Reliable Analytical High Integrity 	<p>Minimum requirements</p> <ul style="list-style-type: none"> At least three (3) years of appropriate maintenance and construction experience in Overhead Traction Equipment (OHTE) and DC Traction Substations At least two (2) years of project management hands-on practical experience At least two (2) years of Contract Management experience BTech in Electrical Engineering Registered PrTech with ECSA mandatory (No Candidates) Proficient in the use of computers and project management packages 						
<p>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</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>Please consider your application unsuccessful if you do not hear from us within three (3) months from the closing date.</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>