

INTERNAL AND EXTERNAL RE-ADVERTISEMENT

JOB TITLE: Project Manager-Perway and Structures X3

SALARY GROUP: Manager

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:

- Drafting project scope, goals, and deliverables for approval
- Compile annual business cases for the allocation of capital projects from Prasa Corporate
- Develop full-scale project 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 bill 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 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 always involving and communicating with relevant stakeholder
- Attend and direct monthly site meetings with both contracts and consultants
- Report constantly on the progress of projects to all relevant stakeholders
- Compile and present monthly project 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 costs against budgets and projections
- Provide and report on proposed remedial actions and solutions to any problems / deviations identified
- Track project deliverables using project management tools (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 communication 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 Quality oriented Team work Initiative Positive and motivated Responsible Initiative 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 footbridges and level crossings in the rail environment At least two (2) years in project management hands-on practical experience At least two (2) years of Contract Management experience BTech in Civil Engineering Registered PrTech with ECSA as a minimum Proficient in the use of computers and project management packages 						
<p><i>Please apply by completing an internal application form (internal applicants) and submitting your complete CV accompanied by certified qualifications and ID copy not older than 3 months to: Head of Department: Human Capital Management: PRASA, Private Bag X101, Braamfontein, 2017, office 14-19 or email Kgothatso.ntonane@prasa.com</i></p> <p>By responding to this vacancy advert irrespective as to how such information is submitted, you consent to the collection, collation, processing and storing for 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 on request.</p>			<p>CLOSING DATE: 21st December 2022</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>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>