

INTERNAL AND EXTERNAL RE-ADVERTISEMENT

NB! THOSE WHO APPLIED TO PREVIOUS ADVERTISEMENT ARE ENCOURAGED TO RE-APPLY

JOB TITLE: Planner X1 (2 Years Contract)

SALARY GROUP: Assistant Manager

LOCATION: PRASA Technical Head Office - Johannesburg

DEPARTMENT: PMO

POST NUMBER : TBA

REFERENCE: R &S/PLNTECH/122022

Mission: To prepare and manage integrated projects schedules and co-ordination for Capital Projects including Regional Recovery Programme

OUTPUTS:

Develop Integrated Programme Schedule

- Ensure each project manager has a proper updated schedule of activities in MS project which can be baselined for reporting purpose.
- Integrate multiple schedules of projects into a baselined integrated programme schedule.
- Prepare reports of near - term activities, upcoming milestones, delayed activities and critical path slippage/changes for the Programme Manager.
- Keep the integrated programme updated by daily interaction with critical Project Mangers.
- Identify and resolve potential scheduling conflicts with relevant Project Managers and Technical Specialists.
- Ensure contractor schedules are in compliance with format required for reporting in line with integrated programme schedule.
- Draw progress report

Provide Technical Support

- Prepare reports of near – term activities, upcoming milestones, delayed activities and critical path slippage/changes for the Programme Manager.
- Conduct site visits to ensure accuracy of reports provided by Projects Managers and contractors.
- Attend project progress meetings to ensure accuracy and standardization of reports provided by Project Managers and contractors.
- Identify, highlight and resolve potential scheduling conflicts with relevant Project Managers, contractors and technical specialists.
- Ensure delays on projects are properly recorded, analysed and reflected on integrated programme schedule and the impact communicated to all team members in relevant reports.
- Assist project managers with delay claims together with technical specialists.
- Review any requests for variation and extension of contract and claims submitted by contractors working in the programme.
- Ensure that hold point inspections are performed with and by project teams.
- Assist the programme manager with ensuring project and programme management best principles are compiled to according to PRASA EPMO requirements.

Administrative

- Prepare for and participate in weekly programme review meetings.

	<ul style="list-style-type: none"> • Ensure project and programme schedules are archived and ensure correct configuration management to highlight reasons for changing schedules. • Maintain accurate records. • Prepare and record notes for all meetings with project managers/activity leads. • Review project reports for projects that fall within programme. • Provide support and input in presentations and preparation programme reports including dash maintenance 		
KNOWLEDGE:	SKILLS:	ATTITUDES:	CAPABILITIES:
<ul style="list-style-type: none"> • Safety Regulations/Legislation • Company policies • Human Factor Management • Public Administration (PFMA) OSCHA Act • Public Involvement Programmes • Public Sector Procurement requirements • Financial management • MS office suite, MS project office 	<ul style="list-style-type: none"> • Good interpersonal skills • Communication skills at all levels • Ability to work independently • Administrative skills • Time management • Analytical and interpretation skills • Computer literate • Technical ability • Report writing • Accuracy • Deadline driven • Listening • Creative writing skills • Report writing and presentation • Leadership • Decision making • Safety • Financial acumen • Project management • Contract management • Communication skills • System perspective • Quality focus • Problem solving • Planning and organizing 	<ul style="list-style-type: none"> • Ability to work under pressure • Ability to work independently • Positive and motivated • Responsible • Sense of urgency • Team work • Initiative • Reliable • Professional • Pro-active • Client oriented • Ability to handle stress • Quality oriented • Business awareness • Stakeholder orientation • Resilience 	<p>Minimum requirements:</p> <ul style="list-style-type: none"> • Grade 12 • National Diploma in Engineering, Project Management, Build Environment, ICT, Business Management or relevant • Three (3) year’s experience in compiling and monitoring schedules for multidisciplinary infrastructure projects • Driver’s License • Physically fit <p>Added advantage:</p> <ul style="list-style-type: none"> • Post graduate in project management • Registered member with a professional body • Experience in Rail environment

Please apply by completing an internal application form (internal applicants) and submitting your complete CV accompanied by certified copies of ID and qualifications not older than 3 months to: Head of Department: Human Capital Management: PRASA, Private Bag X101, Braamfontein, 2017, office 14-19 or email Kgothatso. ntoane@prasa.com

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.

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”)

A copy of PRASA’s Privacy notice is available on the website or on request.

CLOSING DATE: 03rd May 2023

Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.

ISSUED BY SENIOR MANAGER RECRUITMENT AND SELECTION	As per PRASA Employment Equity Plan, this position is earmarked as follows:	MALE				FEMALE			
		African x	Indian x	Coloured x	White	African x	Indian x	Coloured x	White X