

# UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: UNIVERSITY ESTATES  
DIRECTORATE: PROJECT MANAGEMENT

ENGINEER MANAGER (P6) X 1 POSITION  
TWO (2) YEAR FIXED TERM CONTRACT  
(MUCKLENEUK CAMPUS)

(REF: UEPM/ENGINEER\_MANAGER/P6/2023-ST/NV)

To supervise and ensure project technical requirements adhere to national and international standards and specifications

This is a fixed-term position for the period of the specific project.

## **Minimum Requirements**

- Valid Driver's License

## **Qualification(s):**

- Bachelor's Degree/Master's Degree or MTech qualification in Engineering or Engineering Management field
- Professional registration with the Engineering Council of South Africa as a Professional Engineer or Technologist

## **Experience:**

- At least ten (10) years of experience in engineering and design or engineering management role within the construction industry
- Experience in NEC /JBCC contracts

## **Key Skills and Competencies:**

- Expertise in construction and engineering sector technology, standards and processes
- Critical thinking and problem-solving skills
- Engineering design experience
- Proven work experience as a project engineer/Engineering manager or similar role
- Excellent organizational abilities and keeps to deadlines
- Excellent administrative, project management and language skills
- Meticulous with incredible attention to detail
- Team player with good interpersonal relationships
- Flexible, enthusiastic and above all teachable
- Ability to work on multiple projects in various stages simultaneously
- Big-picture view

## **Duties and Responsibilities:**

- Supervising of project technical requirements to ensure that projects adhere to national and international standards and specifications
- Ensuring all designs, operations etc adhere to compliance requirements as per OHSACT policies and procedures
- Planning and coordinating multi-discipline engineering and design assignments from both In-house and external service providers especially for EPC contractors
- Defining engineering standards with regard to quality, safety and performance and ensure adherence to these standards
- Reviewing and approving engineering designs and other related deliverables from both external and in-house technical design team.
- Ensuring the quality of the work performed by Engineering is in accordance with Unisa standards, procedures and client requirements as laid down in the contract.
- Facilitating value engineering processes where applicable without compromising the quality and functionality of end-product.
- Planning and managing engineering resources for the project
- Planning and managing engineering and designs systems implementation, technical specifications, drawings, models and other related systems for projects

- Managing the delivery of technical aspects and quality of Engineering Procurement and construction (Turnkey) projects according to specifications
- Managing technical interface with contractors and equipment suppliers
- Managing in-house engineering team and appointed engineering/ technical/ built environment /architectural service providers
- Developing solutions to engineering problems which meet or exceed project requirements
- Ensuring the Technical Integrity and consistency of design output
- Ensuring that key projects and engineering duties are fulfilled.
- Contributing to the development and execution of operational plans and strategy.
- Ensuring that all designs are in support of sustainability key performance objectives of the institution.

**Assumption of duty:** As soon as possible.

**Salary:** Remuneration is commensurate with the seniority of the position

**Closing date:** **03 March 2023**

Any change in conditions of service will only become operative after one calendar month's written notice and will be made in full compliance with the relevant provisions of the Labour Laws. A work-related test may be conducted

**All applications should reach UNISA before 16H00 on the closing date.**

**Enquiries:** Human Resources: Contract Appointments  
Mrs Nadia Van Vuren on (012) 429 2066  
or Mr Silius Tau on (012) 429 8583

University Estates: Project Management  
(012) 429 2956 / 3664  
Ms Rendani Netshiozwi-Neluvhalani

- The advertisement can also be viewed on the Unisa website: <https://www.unisa.ac.za/vacancies>
- **The completed prescribed application form attached herewith must be accompanied by a Comprehensive Curriculum Vitae and Certified Copies (within the previous three months) of;**
  - identity document;
  - all educational qualifications;
  - academic transcripts/records;
  - proof of SAQA verification of foreign qualifications (if applicable)
- Unisa reserves the right to authenticate all qualifications without any further consent from the applicant
- The contact details of three contactable references must be provided, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant
- Unisa is not obliged to fill an advertised position
- Late, incomplete and incorrect applications will not be considered
- Appointments will be made in accordance with Unisa's Employment Equity Plan

We welcome applications from persons with Disabilities



- Applications can be forwarded by email to: [UESTATES@mylife.unisa.ac.za](mailto:UESTATES@mylife.unisa.ac.za)

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.

CONFIDENTIAL

PO Box 392  
**UNISA**  
 0003  
 South Africa



### APPLICATION FOR A FIXED-TERM CONTRACT

**IMPORTANT:** Applicants are requested to complete the form in **full**

- Write or print in black ink only
- Attach certified copies of official statements of subjects and symbols, diploma or degree certificates conferred
- Originally certified copies of qualifications and identity document **MUST** be attached to the application form
- Should you wish to apply for a post in more than one department, complete a separate form for each position
- Applications will only be considered for advertised posts
- Late, incomplete and/or incorrect applications will not be considered
- Send the completed application form to the address indicated in the advertisement

#### 1. PERSONAL PARTICULARS

Surname							
Full names							
Identity number		Unisa student no					
Race <i>(Mark with x)</i>	African	Coloured	Indian	White	Gender	M	F
Are you a South African citizen?						Yes	No
If you are not a citizen by birth, please indicate the date you acquired your citizenship							
Permanent residence status						Yes	No
If you have permanent residence status, please indicate the date you acquired permanent residence							
If you are a foreigner please provide the following <i>(Certified copies of documents must be attached)</i>							
Passport no		Country of issue		Expiry date			
Work visa no		Type of visa		Expiry date			
Are you a person with a disability?						Yes	No
If yes, please provide further details							
<hr/> <hr/>							
Residential address				Postal address			
		Code				Code	
Telephone no	Home		Work		Fax		
Cell			e-mail				

#### 2. PARTICULARS OF POST APPLIED FOR

Department			
Reference no		Job title	

#### 3. DETAILS OF PRESENT POSITION (if applicable)

Employer		Address	
Position		Period of employment	



**11. ADDITIONAL INFORMATION**

Furnish any additional information which you regard as relevant in support of your application

**12. REFERENCES (Contactable)**

Name	Relationship to applicant	Institution/organisation/employer	Telephone/fax-e-mail

**13. CRIMINAL CASES/OFFENCES**

Have you ever been found guilty of a criminal offence?		Yes	No
If yes, please provide further details			
Have you ever had a sentence imposed? (mark with an x)			
	Period (eg 2 years)	From	To
Imprisonment			
Suspended sentence			
Admission of guilt	Date	Amount	
Other			
Is there any criminal, civil or disciplinary action pending against you?		Yes	No
If yes, please provide further details			
Have you ever been found guilty of misconduct at a previous employer?		Yes	No

**14. DECLARATION BY APPLICANT**

I, ..... hereby declare that the information I have provided on this form is correct and give consent that references may be contacted and credentials verified.

**CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013**

- I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Unisa of any changes in my personal information.
- I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto and I have taken note of advice which may be applicable to employees in general.
- I, as an employee of Unisa or an applicant for employment at Unisa, hereby consent that Unisa may collect, use, distribute, and process my personal information for its business purposes, which may include, but is not limited to:
  - internal administrative processes pertaining to my employment at Unisa;
  - conducting criminal, credit and reference checks; and
  - institutional and scholarly research.

- 4 I also consent that Unisa may share my personal information with other Universities of South Africa, the Department of Higher Education and Training, the South African Qualifications Authority, Qualification Verification Agencies, Internal and External Auditors, legislative requirements, e.g. the South African Receiver of Revenue, Department of Home Affairs, Department of Labour, Banks, service providers offering Unisa employees various services as part of employment benefits such as relevant retirement fund and group life insurance, their appointed administrator(s), recognised medical aid schemes, the risk benefit insurers, external survey and benchmarking organisations, employee development service providers, legal entities which may lawfully require such information for legal obligations and/or investigations and third parties rendering communication facility on behalf of the university.
- 5 I understand that in terms of the Protection of Personal Information (POPI) Act and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is publicly available.
- 6 I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 7 I confirm that I have read the notice and understand the contents.

**Note:** The nature of personal information collected can be viewed in the Personal Information Inventory Lists published on the Unisa webpage at [www.unisa.ac.za](http://www.unisa.ac.za)

Date:

Signature: