

UNIVERSITY OF SOUTH AFRICA
PORTFOLIO: OPERATIONS AND FACILITIES
POSITION: PROJECT MANAGER (P6)
(MUCKLENEUK CAMPUS)
Ref no: (PM/OF/P6/SelloB/2022)

The purpose of the position is to provide management oversight for all phases of the construction projects, including coordinating workers, material, and equipment, ensuring that specifications are being followed, and work is proceeding on schedule and within budget.

Requirements and Experience

- (Honours degree or BTech or Postgraduate Diploma or Advanced Diploma) in Building Environment profession
- Professional Registration within the built environment professional body
- 6 years in Construction Project Management
- Extensive experience in building industry Project Management.
- Experience in tender, procurement, and committee processes

Added advantage

- Certificate within the Facilities Management Industry / Sector
- Experience with or in PPP will be an added advantage
- At least two years within the Higher Education Sector
- Knowledge of NEC contract and EPC contracting strategy

Knowledge Skills and Abilities

- Knowledge of materials, methods, and appropriate tools to construct objects, structures, and buildings Project Management
- Knowledge of weaponry, public safety, and security operations, rules, regulations, precautions, prevention, and the protection of people, data, and property
- Knowledge of numbers, their operations, and interrelationships including arithmetic, algebra, geometry, calculus, statistics, and their applications

- Knowledge of machines and tools, including their designs, uses, benefits, repair, and maintenance
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process
- Knowledge of equipment, tools, mechanical devices, and their uses to produce motion, light, power, technology, and other applications
- Knowledge of principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modelling, leadership techniques, and production methods
- Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology
- Good interpersonal and communication skills (verbal and written)
- Leading and decision-making skills
- Sound judgement skills
- Problem solving skills
- Decision making skills
- Negotiation and decision-making skills
- Ability to be persuasive, encouraging and motivating
- Ability to Initiate and to apply discretion
- Ability to deal with conflict/defuse tension
- Ability to maintain professionalism, work under pressure and adherence to deadlines

Duties

- Carry out project planning
- Manage the Project Implementation
- Manage the Project Budget
- Client and staff liaison (stakeholder management)

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the responsibilities attached to the position

Closing date: 16 August 2022

Enquiries: Mr Sello Bila HR Staffing and Client Services: 012 429 3861

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive **Curriculum Vitae**, and **copies of the following documents**:

- **All educational qualifications.**
- **Identity document; and**
- **Proof of SAQA verification of foreign qualifications, where relevant.**

Applications can be emailed to Bilass@unisa.ac.za

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the Unisa website (<http://www.unisa.ac.za/vacancies>)

Unisa is not obliged to fill an advertised position.

Late, incomplete and incorrect applications will not be considered.

We welcome applications from persons with disabilities.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.