

Job Specification

Job Title **Contracts Project Manager**

Category	Permanent Position
Division	Development, Planning and Infrastructure
Reporting To	Senior Manager: Technical Services
Job Level	Paterson D3
Job Purpose	To provide technical support to DTPC Development Planning and Infrastructure Division for all building and infrastructure projects, from tender stage to final project close out.
Key Performance Areas	<p>Contract Administration</p> <ul style="list-style-type: none"> ● Assist in reviewing tender documentations and contract documents ● Advise and assist Project Managers on the implementation of the contract ● Develop and assist in the implementation of procedures aligned to contract principles and legislation ● Assist in developing ● Review and input to procurement process and strategies, as well as contract management ● Ensure contract management policy is updated and executed ● Attend project technical and progress meetings ● Support during dispute mediation resolution ● Input to our Enterprise Development contract process ● Assist in project contractual challenges <p>Management of Construction Projects</p> <ul style="list-style-type: none"> ● Scope Management, Time, Cost Management and Project Quality Management ● Ensure key stakeholder engagement and sign-off on the user requirement specification ● Create a project schedule which is tracked monthly for all projects within portfolio, adequately addressing the WBS from design, procurement, and construction to close-out ● Ensure contractual compliance for project delays ie: ensure timeous issue of warning letters, addendums, penalties and recovery plans ● Support project budgets developed for the APP ● Ensure the consultant /contract payment process timelines are met ● Ensure quality audits are conducted for consultants and contractors, including, ensuring approved quality management plan is on site before works

	<p>commence</p> <ul style="list-style-type: none"> ● Ensure opportunities are created for internship on projects as per DTPC policy ● Ensure enterprise development opportunities are created on projects as per DTPC policy
<p>Project Risk Management /Environmental and Safety Management</p>	<ul style="list-style-type: none"> ● Implement the risk management process, review risk register and check risk controls of both project levels and programme level, ● Ensure project specific risk workshops are conducted ● Ensure quantitative risk allowance is budgeted for based on a quantitative risk workshop ● Construction regulations 2014 ● Occupational Health and Safety Act, 1993 (Act 85 of 1993) ● SANS codes of practice ● Assist with the implementation and compliance of the Environmental Authorisation
<p>Stakeholder Management</p>	<ul style="list-style-type: none"> ● Work in multi-disciplinary teams across the organisation.
<p>Qualifications, Knowledge, Skills and Competencies Required</p>	<ul style="list-style-type: none"> ● Degree or equivalent in Built Environment, or Legal degree, but must have construction / built environment background ● Minimum 5 - 8 years building environment experience working as a Contract Manager or Construction Lawyer ● Previous experience working with contract regulations, the related laws is strongly preferred ● Knowledge of various forms of contracts (NEC, FIDIC, JBCC, GCC and CIDB professional services) ● Demonstrate a solid understanding of legal terminology ● Knowledge and experience in mediation ,arbitration and adjudication in the various built environment forms of contracts (NEC, FIDIC, JBCC, GCC and CIDB professional services) ● Full understanding of the project life cycle and all stages outcomes ● Must be proficient in MS Excel and Word ● Knowledge of OSHA legislation and regulations and the impact on infrastructure and construction projects, would be advantageous ● Knowledge of standard forms of measurement / SANS, COLTO and other building regulation would be advantageous ● Code EB licence and ability to drive DTPC vehicles ● Must possess excellent written and oral communication skills ● Comfortable working as part of a multidimensional team

	<ul style="list-style-type: none"> ● Ability to communicate with people at all levels ● Good report writing skills and thinks clearly ● Strong attention to detail and the ability to interrogate technical and numerical information ● Possesses superior planning and organizational skills and the ability to manage multiple projects with shifting deadlines ● Ability to work independently, efficiently and able to meet deadlines ● Capable of professionally managing confidential information ● Exemplify creative problem solving abilities ● Good document management skills ● Team player
Posting Date	16 September 2020
Closing Date	9 October 2020
Employment Equity	Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.
Recruitment and Selection Process	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> ● Shortlisting of CVs based on minimum requirements of the role; ● 1st Round Panel Interview; ● Psychometric Assessment/s; ● Verification Checks; and ● 2nd Round Panel Interview, if required.
Verification Checks	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> ● Criminal; ● Credit (position of trust) and Financial dealings, if relevant to position; ● Qualifications; ● Reference Checks; ● South African citizen; ● Valid drivers' license; and ● Positive verification of current remuneration package.
Remuneration and Benefits	<p>R791,637 – R1,187,520 Annual Package on a total cost to company basis. Cellphone allowance of R800 per month. 22 Working days leave per annum.</p>
Application Forwarding Details	<p>Applications, including a detailed CV, must be forwarded to HR@dubetradeport.co.za. Please ensure that the vacancy being applied for is clearly indicated on your application.</p>

Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.