

# UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: UNIVERSITY ESTATES  
DIRECTORATE: PROJECT MANAGEMENT

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

(REF: UEPM/PROJECT\_CONTROL\_MANAGER/P6/2024/NV)

To manage the project control resources required to deliver multiple infrastructure projects.

To support the project management directorate for the overall delivery of the Project Controls function including planning, cost management, risk, change control management, document control and opportunities for improvement.

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

## Minimum Requirements

- Valid Driver's License

## Qualification(s):

- Minimum BTech or Bachelor's degree in a built environment with relevant subject or equivalent
- Registration with built environment Professional Body

## Recommendation:

- Significant track record of successful work.
- PMP certification is an additional advantage

## Experience:

- Minimum of five (5) years in a similar role (Planning/Cost Control/Risk Management within the Built Environment)

## Key Skills and Competencies:

- Effective communication within the team and with stakeholders
- Experienced user of the relevant Programme tools, techniques
- Experience in the implementation of Earned Value Management based Project Control systems, in accordance with relevant national standards
- Experience in working on NEC 3 projects
- Practical ability to utilise critical project management concepts (e.g., EVM, project planning, risk analysis, configuration management)
- Computer literate & experienced in Microsoft Projects/ Primavera

## Duties and Responsibilities:

- Ensuring the Project controls team produce weekly/monthly reports in line with the project and UNISA reporting calendar, providing details on progress, actuals, forecast and explanation of variances.
- Ensure that project control processes are consistently applied across the project.
- Manage governance to ensure robust cost and schedule performance for the agreed Scope of Work across integrated role description – Project Controls Manager
- Support and advise on the definition of Project Controls and Earned Value Management policies, procedures and standards required to deliver projects
- Support the development of requirements for specific resource-loaded schedules.
- Work closely with the Project Manager, commercial manager and Project QS to maximise the potential of the project
- Ensuring that the project controls group has adequate staff and resources to effectively deliver the project controls function
- Responsible for the implementation of EPC/ EPCM/ CONSULTANTS contracts, if any, and Unisa procedures and tools for the project control's function.
- Establishment of baseline information for schedule, cost, and resource management.

- Responsible for the effective implementation of project controls including progress & performance measurement, change management, planning, cost management, document control and risk management.
- Support and advise on the definition of Project Controls and Earned Value Management policies, procedures and the standards required to deliver projects
- Preparation of weekly, monthly, and other project reports to relevant stakeholders including governance requirements.
- Provides support to the Project Manager for the administration of the EPCM/EPC and other applicable contracts, where relevant.
- Works with counterparts on the UNISA Project Management Directorate team to ensure full, appropriate communication and coordination in the achievement of the project objectives.

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

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

**Closing date:** **08 October 2024**

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 / [vvurenm@unisa.ac.za](mailto:vvurenm@unisa.ac.za)

University Estates: Project Management: [netshrb@unisa.ac.za](mailto:netshrb@unisa.ac.za)

- The advertisement can also be viewed on the Unisa website: <https://www.unisa.ac.za/vacancies>
- To apply please fill out the application form by clicking the link below and submit the documents listed below via email to: [UESTATES@mylife.unisa.ac.za](mailto:UESTATES@mylife.unisa.ac.za) **(Certified within the previous three months):**
  - Certified identity document;
  - Curriculum vitae;
  - All educational qualifications certified;
  - Academic transcripts/records;
  - Proof of SAQA verification of foreign qualifications (if applicable)
  - **Application Form:** <https://forms.office.com/r/hJpQ2CehaW?origin=lprLink>
- 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



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 unsuccessful.