

# UNIVERSITY OF SOUTH AFRICA

## **PORTFOLIO: Operations and Facilities**

**Department: Facilities Management**

**Project Cost Control Manager (P6) X1**

**(Muckleneuk Campus)**

**(Ref FUE/PCCM/P6/ST-2025)**

To provide management oversight on financial aspects of all projects undertaken by the directorate project management and to provide independent, objective, accurate and reliable assessments of capital, maintenance and operating cost for investment funding and project control decisions.

### **Requirements**

- Honours Degree or BTech or Postgraduate Diploma or Advanced Diploma in Quantity Surveying
- 6 years' experience as quantity surveyor of which atleast three in cost control
- Registration with built environment professional body (SACQSP)

### **Knowledge and Skills**

- Building and Construction experience.
- Design: Knowledge of design techniques, principles, tools and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models
- Management of Financial Resources: Determining how money will be spent to get the work done, accounting and monitoring of these expenditures.
- Knowledge of JBCC Conditions of the contract documentation.
- Knowledge of Quantity Surveying with Building and Civil Contracts.
- Proven track record in handling projects from inception to completion (QS Related).
- Knowledge of costing/payment process/system.
- Computer literate (MS Packages and Win QS).

### **Duties and Responsibilities:**

#### **Compile project Conceptual Estimates; Project Budgeting and Cost Planning.**

- Compile cost estimates for capital and refurbishment projects based on designs and provide accurate current cost information.
- Establish items of expenditure to be incurred separately.
- To prepare financial feasibility reports for identified programmed works.
- Assist in preparation and adherence to project purchasing targeting and costing budgets.
- Conducting pre-tender reconciliation of bills of quantities with specifications.
- Advising Contracts/Project Manager on negotiation with tenderers within the mandate.

#### **Compile measure and controls the effectiveness of enquiry/tender documentation supplied by external service providers.**

- Prepare tender and contract documents, including bills of quantities with the architect and/or the client;

- Measure and compile Bills of Quantities, Activity Schedules, etc. according to standard measurement systems.
- Provide advise during tender evaluation by doing technical evaluation of cost comparison and calculation fees undertaking costs analysis for repair and maintenance project work.
- Provide tender and quotation documentation, from design specifications for extensions, alteration, modernisation, rehabilitation and refurbishment work, for submission by the in-house workforce, subcontractors or external resources.

#### **Reconciliation and forecast of expenditure**

- Evaluate and negotiate on cost related contractual issues and report accordingly.
- Prepare monthly evaluations for void works, providing clear, accurated timely splits for improvement/repairs elements including VAT assessment within the process.
- Measure contract work from design drawings and on-site for compiling and issuing of payment certificates.

#### **Monitor consultants, contractor's and supplier performance on Cost**

- Undertake valuations and ensure payments for contracted services are claimed / made in accordance with the Contract's standing orders and financial regulations.
- Prepare and develop methods of planning and monitoring procedures onvarious contracts, ensuring that the data collected can be used as a monitoring tool.
- Control the payment process through the effective implementation of controls for payment to contractors, consultants and Suppliers, the release of retention money, pro-active request for modifications to Contractors and consultant task orders, etc compile and present Management reports.

#### **Cost Reporting on Projects**

- Prepare and monitor project cash flow forecasts.
- Measure, value, submit and negotiate contract variations
- Compiling and negotiating of Final account preparing and analysing costings for tenders

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

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

**Closing date** : **30 May 2025**

**Enquiries** : (012) 429 3861 – Mr SS Bila (HR Staffing & Client Services)

**Completed applications can be e-mailed to [bilass@unisa.ac.za](mailto:bilass@unisa.ac.za)**

- The completed **prescribed application form must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and certified copies of original certificates (within the previous six months) of;**
  - All educational qualifications,
  - Academic transcripts/records.

- Identity document; and
- Proof of SAQA verification of foreign qualifications
- The detailed advertisement together with the prescribed application form can be found on the Unisa website <https://staff.unisa.ac.za/vacancies>
- The contact details of three contactable references must be provided, one of which must be from your present employer. Should you currently not be employed, a contactable reference from your previous employer must be provided. 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 and other applicable legislation.*

We welcome applications from Persons with Disabilities



- All applications should reach UNISA before 16h00 on the closing date.
- Correspondence will be limited to shortlisted 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.