

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: UNIVERSITY ESTATES
DIRECTORATE: PROJECT MANAGEMENT

CERTIFIED PROJECT SCHEDULER (P8) X 1 POSITION
TWO (2) YEAR FIXED TERM CONTRACT
(MUCKLENEUK CAMPUS)

(REF: UEPM/CERTIFIED_PROJECT_SCHEDULER /P8/2023-ST/NV)

To lead the successful realization of envisaged project goals by implementing and overseeing the project schedules, collaborating with project managers, setting tasks, monitoring the execution of the project timelines, and preparing project progress and performance evaluation reports.

The role is for a fixed period of the specific project.

Minimum Requirements

- Valid Driver's License

Qualification(s):

- Bachelor's Degree/ BTech in the built environment or Project management

Recommendation:

- Certification as a PMI scheduling professional (PMI-SP) will be advantageous

Experience:

- A minimum of three (3) years' experience as a project scheduler in a related industry

Key Skills and Competencies:

- Advanced proficiency in project scheduling software, such as Primavera and MS Projects.
- Extensive experience in schedule planning and management.
- In-depth knowledge of the scope of projects within the industry.
- Advanced ability to evaluate project progress and facilitate interventions.
- Ability to keep stakeholders informed of project timelines and changes.
- Excellent organizational, time-management, and communication skills.

Duties and Responsibilities:

- Consulting with project managers and technical experts to set up assignments, tasks, and subtasks.
- Developing, implementing, and maintaining an effective scheduling management system.
- Coordinating project timelines with internal departments and external stakeholders.
- Monitoring project timelines and deadlines based on the agreed work breakdown structure including regular updates to a project implementation schedule (PIS) considering all contractual milestones and completion dates.
- Identifying potential project schedule delays and facilitating intervention in a timeous manner.
- Evaluating performance and preparing project progress reports.
- Accommodating updates and changes to project schedules.
- Recommending actions to keep projects within budget and completed on time.
- Keeping stakeholders informed of project timelines and deadlines.
- Documenting project scheduling processes and maintaining records.
- Comply with and carry out regular reviews of the procedures and update as required.
- Comply with all requirements of the PLCM and Project Execution Plan (PEP) relating to duties and responsibilities undertaken by the Project Planner/ Scheduler.
- Integrated master schedule from all contracts and external service provider's schedules.
- Provide expert planning services for UE projects using software approved by the Project Management Directorate.
- Develop a Master BASELINE Schedule for performance management baseline.
- Prepare detailed area schedules, bar charts, resource graphs etc. as and when required.

- Identify the critical path(s) in the PIS and the non-critical operations where the float is short duration and a risk exists for the activity to become critical.
- Review changes to contractor's schedules, enter the details in the PIS when approved and report any abnormality or area of concern.
- Provide assessments for project change management time implications and update schedules based on approved changes
- Review reports and information prepared by construction personnel or contractors/suppliers in accordance with particular project requirements e.g. manning, equipment resources employed, progress etc. and report any concerns which may lead to schedule non-compliance.
- Prepare time recovery strategy options where the delay or potential delay will affect the completion date of a contract or the project overall.
- Review the time/schedule portions of the contractor's extra work claims and prepare details for discussion and/or inclusion in any response.
- Review all bids received for the project, compare the schedule or dates provided in the bid document against the PIS and report findings to the Procurement Manager.
- Ensure completion milestone dates in awarded work are reflected in the PIS.
- Monitor new techniques or software in the field of project planning and if agreed coordinate improvements in the current systems used on the project.
- Attend project kick-off, progress, cost control and planning meetings and implement changes in the PIS or area schedules as directed.
- Assist in preparing and monitoring a schedule for all design activities clearly indicating information interfaces and deliverable timetables.
- Carry out priority work established by the Project Manager/Project Director/ Project Engineer, maintain open communication channels and ensure cooperation and coordination with disciplines in the project team and other project stakeholders
- Perform optimisation studies and schedule analyses to enhance project performance;
- Monitoring schedule/cost performance to detail variance from the project plan
- Track planned costs/schedule versus actual progress/costs
- Ensuring all appropriate changes are recorded accurately in the cost baseline
- Preventing incorrect, inappropriate, unauthorized change requests from being included in the cost baseline
- Informing appropriate stakeholders of authorized changes
- Reviewing project trending and forecasting
- Producing a monthly status report and
- Management of Contingency

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 Silias 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

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		

4.1 RELEVANT OCCUPATIONAL EXPERIENCE (*Attach CV*)

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

4.2 OTHER OCCUPATIONAL EXPERIENCE

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

5. SCHOOL EDUCATION

Highest standard/grade passed	Month	Year	Institution

6. POST SCHOOL EDUCATION (*Completed*)

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

7. CURRENT AND/OR INCOMPLETE STUDIES (*if applicable*)

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

* Full-time study must be indicated by 'F' and part-time by 'P'.

8. LANGUAGE PROFICIENCY

Indicate language and level of proficiency, i.e. ability to speak, read, write, poor (P), average (A), very good (VG):			
Language	Speak	Read	Write

9. OTHER SKILLS

Please give details of any other skills that you may have (e.g. computer skills)

10. Applicants are required to indicate to what extent their qualifications and experience meet the requirements of the post. Please structure your response according to the requirements as set out in the advertisement:

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 are 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, 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

Date:

Signature: