

# UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: UNIVERSITY ESTATES  
DIRECTORATE: PROJECT MANAGEMENT

CONSTRUCTION SUPERVISOR (P8) X 2 POSITION  
TWO (2) YEAR FIXED TERM CONTRACT  
(MUCKLENEUK CAMPUS)

(REF: EPM/CONSTRUCTION\_SUPERVISOR/P8/2023/ST/NV)

To oversee the construction of projects and monitor activities at worksites.

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

## **Minimum Requirements**

- Valid driver's license

## **Qualification(s):**

- Grade 12 plus a relevant National Diploma in Mechanical, Civil or Electrical Engineering or a related field in the built environment is required

## **Recommendation:**

- Experience in a leadership role is recommended.

## **Experience:**

- Minimum of three (3) years' experience in the management of infrastructure projects within the construction industry required or the incumbent can demonstrate that he/she has developed the necessary competencies (RPL) through relevant extensive experience within the Construction industry
- Knowledge of Industry contracts (NEC, PROCSA, JBCC)

## **Key Skills and Competencies:**

- Ability to focus and keep calm under pressure.
- Ability to keep track of multiple projects.
- Knowledge of project management principles
- Knowledge of codes and standards for his/her profession
- Knowledge of environmental, quality and safety management
- Report writing skills
- Knowledge of MS Project/ Primavera
- Ability to read construction blueprints and store elevation drawings
- Proficiency in demonstrating proposals and projects
- Excellent communication skills, both verbal and written
- Highly organized with strong attention to detail
- Ability to manage multiple projects with urgent deadlines
- Great time management and problem-solving skills
- Demonstrate a sound understanding of safety regulations and building codes and be able to transfer this knowledge to your team

## **Duties and Responsibilities:**

- Ensuring teams work together to deliver quality work to strict deadlines.
- Ensuring adherence to health and safety regulations.
- Ensure adherence to quality standards
- Performing equipment, material, and routine site inspections.
- Scheduling regular meetings with vendors, site inspectors, managers, and staff.
- Writing up reports, budgets, and project plans, and presenting them to relevant stakeholders.
- Develop project plans to ensure that desired outputs are delivered in accordance with the agreed schedule
- Working closely with architects and other professionals.
- Oversee small projects or phases of a larger project to ensure sufficient resources and high levels of functional integration

- Staying up to date with safety codes and advancements in construction.
- Processing paperwork and travelling to multiple sites as required.
- Compile and communicate project reports
- Manage projects in a manner that ensures that projects are completed in line with specifications, on time and within defined budgets
- Anticipate and pre-empt project risks to minimise additional costs and ensure the timeous completion of projects
- Ensure effective project initiation, planning, execution, control and close
- Ensure familiarity with system scope and project objectives and the role and function of team members to effectively co-ordinate the activities of the team
- Review project deliverables
- Manage project scope and change control and escalate issues where necessary
- Undertake site feasibility and planning activities as required to effectively develop projects.

**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 Silius 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](mailto: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 |  |  |



**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 is 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, and 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](http://www.unisa.ac.za)

Date:

Signature: