

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/P6/2023-ST/NV)

To manage the project control resources required to deliver multiple infrastructures 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 period of the specific project.

Minimum Requirements

- Valid Driver's License

Qualification(s):

- Minimum B Tech or bachelor's degree in a built environment with relevant subject or equivalent
- Registration with built environment Professional Body SACQSP

Recommendation:

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

Experience:

- Minimum of five (5) years experience in a Project Controls or Quantity Surveyor role

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: **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

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

Date:

Signature: