

UNIVERSITY OF SOUTH AFRICA

APPLICATIONS ARE HEREBY INVITED TO APPLY FOR THE FOLLOWING POSITION

**DEPARTMENT: UNIVERSITY ESTATES
DIRECTORATE: PROJECT MANAGEMENT**

**POSITION: PROJECT MANAGER (P6)
(MUCKLENEUK CAMPUS)**

(REF: UnivEst/ProjectMngr/P6/2021/nyalu)

To provide management oversight for all phases of the construction projects, including coordinating workers, material, and equipment, ensuring that specifications are being followed, and work is proceeding on schedule and within budget.

Requirements

- Honours degree or BTech or Postgraduate Diploma or Advanced Diploma in the Building Environment profession
- 6 years' experience in Construction Project Management
- Membership of a recognised professional body
- Extensive experience in building industry Project Management
- Experience in tender, procurement and committee processes

Knowledge of

- Project Management
- Building and Construction materials, equipment, tools and regulations
- Engineering design and management
- Occupational Health and safety
- Law of Contracts (e.g. JBCC, FIDIC, NEC 3)
- Contract administration and management

Skills and Abilities

- Project inspection skills
- Good problem identification, sound judgment and decision-making skills
- Good interpersonal and communication skills (verbal and written)
- Critical thinking and information gathering skills
- Management of financial resources
- Sound instruction, monitoring and evaluation skills
- Good negotiation and conflict resolution skills
- Good planning and coordination skills
- Must be service oriented and with good time management skills
- Ability to work in a team and with adherence to deadlines

Duties

- Carryout project planning
- Manage the project implementation
- Manage the project budget
- Client and staff liaison (stakeholder management)

Assumption of duty : As soon as possible.

Salary : Remuneration is commensurate with the seniority of the position

Closing date : **22 September 2021**

Enquiries: (012) 429 3664 - Ms BR Netshiozwi Neluvhalani (University Estates)
(012) 429 3148 - Ms MM Nyalungu (HR Staffing & Client Services)

Applications can be emailed to nyalumm@unisa.ac.za

- Vacancies can be viewed on <http://www.unisa.ac.za/vacancies>
- The completed prescribed application form must be accompanied BY COMPREHENSIVE CURRICULUM VITAE and ORIGINAL certified copies (within the previous six months) of;
 - all educational qualifications,
 - academic transcripts/records;
 - identity document; and
 - proof of SAQA verification of [foreign qualifications](#) (if applicable)
- The contact details of three contactable references must be provided, one of which must be from your present line manager.
- The prescribed application form ([APPLICATION FOR A PERMANENT ADMINISTRATIVE OR PROFESSIONAL POST](#)) is obtainable from the above-mentioned website.
- 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 short-listed candidates only. If you have not been contacted within two months after closing date of this advertisement, please accept that your application was not successful.