



1 x VACANCY

POST: OW-PM/OPS/1: Project Manager (1 x Post - Project Linked to Fixed term Contract)

SALARY: NEGOTIABLE

CENTRE: ANY OF THE OVERBERG WATER SCHEMES (DUIVENHOKS-HEIDELBERG, RÛENSVELD-EAST-VAANDRIGSDRIFT, RÛENSVELD-WEST-CALEDON)

DESCRIPTION

Overberg Water Board is looking for an experienced hands-on Project Manager to manage organization of key client projects. Project Manager responsibilities will include coordination of people and processes to ensure that all projects are delivered on time and produce the desired results. The successful candidate will drive everything insofar as the projects are concerned including the involvement of a project's conception, initiation, planning, implementation, organization, completion and timelines.

Project Manager Duties:

Specific project manager responsibilities include significant fieldwork, developing detailed project plans, projects monitoring and coordination, ensuring that all required reports are timeously completed as determined by the clients and the Entity, ensuring resource availability and allocation (human and financial) and delivering every project on time within budget and scope. This also includes spending significant time doing field-based work and providing effective oversight to project specific deliverables. Managing the people and programmes. Report on a regular basis to the COO being the overall person this post reports to unless determine otherwise.

REQUIREMENTS:

- B-degree in Water /Civil Construction/Survey / Project Management / Quality Management
- Professional registration with the relevant recognised body CPCMP will be advantageous
- Minimum of 4 years proven relevant experience in the management of Water/Waste Water treatment works and peoples
- Minimum of two years proven relevant experience in the construction and maintenance o
- Supervisory skills
- Computer literacy- MS Office
- Knowledge of OHSA
- Willingness to travel across the Western Cape Province
- Strong communication skills in report writing, planning, time management, organisation and interpersonal skills
- A valid driver's license

Responsibilities

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Provide effective oversight of fieldwork and progress on specific deliverables.
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing tender specifications, project scopes and objectives, involving all relevant stakeholders
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress and analyse project performance data
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, software, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimise project and operational risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

NOTE: THE SUCCESSFUL CANDIDATE MUST BE AVAILABLE IMMEDIATELY

Applications must be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. Please forward your application quoting the relevant reference number, to the address mentioned at each post. No late applications will be accepted. Overberg Water Board reserves the right not to fill the position. Interested candidates can forward an application with all of the necessary documentation to recruitment@overbergwater.co.za or P.O. Box 1005, Somerset Mall, 7137 before **17h00 on Monday, 8 February 2021**

If you have not heard from us within six (6) weeks of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA).


25/01/2021