ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD071
	ACTIVITY PROFILE: ENGINEERING ADMINISTRATOR	REVISION No. 00
		WRITTEN BY S.D.
		APPROVED AND DATED 30/11/2018

1.0 SCOPE

All functions, duties and responsibilities of the **Engineering Administrator**.

2.0 PURPOSE

To define the position of the incumbent.

3.0 POSITION

Engineering Administrator

4.0 DEPARTMENT

Engineering Department.

5.0 RESPONSIBLE TO

Reports to the Engineering Manager, High Voltage Equipment.

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS

- N3 certificate / Technical matric
- High Level of computer literacy (MS Office, Lotus Notes, Syspro, electronic planning tools)
- 3-5 years' experience in a similar role in a technical environment

8.0 EXPERIENCE/COMPETENCIES

- Knowledge of high voltage electrical apparatus would be advantageous
- Basic understanding of technical drawings
- Knowledge of manufacturing/production processes
- Ability to plan independently
- Well organised

9.0 AUTHORITY

- Oversee the receipt of work instructions/requirements from other divisions
- Plan engineers' and draughtsperson's daily/weekly activities in line with customer requirements and work load
- Liaise with project coordinators, project administrators and production planners

10.0 RESPONSIBILITIES/ACCOUNTABILITIES

- Receive job files
- Check and confirm the completeness of the returnables in the files as per engineering procedure
- Record and register the requirements of the jobs
- Plan the execution of the job/s with the engineering manager
- Check, estimate and allocate the turnaround time of each job
- Plan engineer's and draughtspersons' activities in line with work load
- Forward the completed job pack (drawings & BOMs) to relevant departments (operations, commercial or procurement)
- Forward information external customers where necessary
- Trace and track the drawing approval times with internal and external customers
- Ensure the efficiency of the department continuously improves through efficient planning
- Assist with general administration of the department.

11.0 SHERQ MANAGEMENT (ISO9001, ISO14001, OHSAS18001)

- Responsible for adhering to the requirements of abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure that Quality Assurance is confirmed to in every aspect, especially in the area of documentation control
- Ensures compliance with all standards for Safety, Environmental, Work Procedures and Quality
- Implement methods and procedures for disposition of discrepant material and defective or damaged parts, assess cost and responsibility.
- Assurance and Quality Control systems as adopted by the High Voltage Division.

Accepted by: **Authorised by:**

S. Duma