

ACTOM HIGH VOLTAGE EQUIPMENT	SUBJECT	DOCUMENT No. JD148
	ACTIVITY PROFILE: Project Scheduler - Services	REVISION No. 00
		WRITTEN BY K. Naidoo
		APPROVED AND DATED 01/08/2025

1.0 SCOPE

All functions, duties and responsibilities of the **Project Scheduler - Services**

2.0 PURPOSE

This role collaborates closely with Project Managers and Project Coordinators to develop and maintain project schedules, track progress, and plan for resource and plant availability across multiple concurrent projects. The incumbent is also responsible for providing accurate and timely progress reports, supporting tendering efforts by creating baseline schedules, and proactively identifying risks and dependencies. By doing so, the Project Scheduler ensures that all projects are strategically aligned with requirements and are delivered on time, within budget, and in accordance with defined scope.

3.0 POSITION

Project Scheduler - Services

4.0 DEPARTMENT

High Voltage Equipment - Services

5.0 RESPONSIBLE TO

Reports to the Programme Manager

6.0 ORGANOGRAM

Yes

7.0 QUALIFICATIONS/EXPERIENCE REQUISITES

- Applicants must be in possession of a formal qualification (Diploma, B-Tech, B- Degree)
- Project Management Qualification is an advantage.
- Proven experience as a Project Scheduler or similar role in a multi-project environment
- Familiarity with project management methodologies (Agile, Waterfall, PMBOK, etc.)
- Computer Literate – ERP System, MS Office.
- Sound knowledge of Project Scheduling tools (e.g., Microsoft Project, Primavera, Smartsheet, or equivalent)
- Familiarity with manufacturing terminology and processes, particularly electrical systems.
- Ability to work independently with minimal supervision while supporting multiple projects.
- Scheduling Professional (PMI- SP) will be an advantage.

8.0 AUTHORITY

- N/A

9.0 RESPONSIBILITIES/ACCOUNTABILITIES

- Create, update, and manage detailed schedules for multiple concurrent projects.
- Collaborate with Project Managers and Coordinators to define timelines, milestones, and deliverables.
- Integrate customer, subcontractor and supplier schedules where applicable and needed.
- Support Project Managers and Coordinators with the compilation of scope of work and development of the Work Breakdown Structure (WBS) per project.
- Track project activities against the baseline and update schedules to reflect current/actual progress.
- Produce regular progress reports, dashboards, and time-impact analyses for Project Managers, Coordinators and clients.

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- Highlight key risks, delays, and variances with actionable recommendations to the critical path.
- Allocate and schedule personnel, equipment, and plant resources to meet project needs.
- Coordinate resource availability across departments (factory) to avoid conflicts and optimize utilization.
- Develop baseline project schedules to support tender submissions and bids.
- Liaise with tendering teams to align proposals with realistic implementation and resourcing plans.
- Analyse project timelines and provide input on risk for Project Managers, Coordinators
- Identify schedule risks, critical paths, and interdependencies within and between projects.
- Proactively recommend mitigation strategies and contingency planning.
- Facilitate schedule review sessions with internal teams and customers (where required).
- Ensure alignment between project goals, schedules, and contractual commitments.
- Maintain accurate records of schedule changes, approvals, and project decisions.
- Ensure scheduling practices comply with organizational procedures and industry standards.
- Contribute to process improvements in scheduling, planning, and reporting systems.
- Perform reasonable ad hoc duties as requested by the Manager.

10. Competencies

- Demonstrate a strong sense of urgency and consistently meets tight project milestones across concurrent projects.
- Maintain high precision in documentation, reporting, and scheduling coordination to ensure reliability and clarity.
- Effectively plan, organize, monitor, and track multiple tasks and deliverables while adapting to shifting project demands.
- Communicate clearly and confidently with project teams, management, and external stakeholders using verbal, written, and digital channels.
- Apply logical reasoning to resolve project scheduling challenges, identify efficiencies, and improve scheduling accuracy.
- Possesses the ability to identify opportunities, foresee risks, and perceive patterns or challenges that may not be immediately obvious to others.
- Proactively identifies risk areas within projects and alerts relevant team members to ensure timely action and mitigation.
- Manage workload effectively, prioritizes competing tasks, and maintains focus on critical outcomes to meet overall project requirements.
- Demonstrate dependability, trustworthiness, and a collaborative attitude in all interactions.

11. SHEQ MANAGEMENT (ISO9001, ISO14001, ISO45001)

- Responsible for adhering to the requirements of the abovementioned systems as directed by the SHEQ Management System (which includes relevant legislation, Policies, Procedures, Work Instructions, specifications, etc.)
- Ensure SHEQ integration and involvement are maintained throughout project planning and execution.

Accepted by:

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Authorised by:

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