

ENGINEERING PROJECTS AND CONTRACTS

Contracting

JOB DESCRIPTION CONSTRUCTION MANAGER

Function

Directs, coordinates, and oversees building projects from initiation to completion, ensuring they are finished safely, on time, within budget, and according to specifications. Key functions include planning, scheduling, budgeting, risk management, subcontractor coordination, and ensuring compliance with building codes and safety regulations.

Detailed Key Responsibilities

1. PLANNING

- Responsible for input at tender stage (labour, material, transport)
- Activities and time scheduling (programme)
- Material – order, transport, quality, storekeeping
- Manpower requirements (resource scheduling)
- Logistics

2. COST CONTROL

- Monthly budget for cost and sales
- Progress versus budget - costs
- Progress versus budget - sales
- Correctness of Site Instruction estimates
- Final forecast cost
- Final forecast sales
- Claims - Cost Price Adjustment, Site Instructions
- Extension of time etc.
- Invoicing

3. REPORTING

- Progress
- Site Meetings
- Abnormal Incidents
- Time records
- Contract Review

A division of ACTOM (Pty) Ltd

Registration Number: 2008/001863/07

Chairman: MA Mthethwa

Group Chief Executive Officer: M Naidoo

Divisional Chief Executive Officer: MN Msibi

Directors:

Executive: M Naidoo, D Lubbe, S Makamu,

EA Van Wyngaardt S Chauke

(MLE Augonnet* - Alternate to S Chauke)

Non-Executive: C Kula, N Mohamed, S Ntswai

*French



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4. QUALITY ASSURANCE
 - ISO 9001 requirements
 - Implement company policies
 - Ensure Active Management of a Quality programme at all sites
5. CUSTOMER LIAISON
 - Feedback
 - Meetings
 - Respond to queries
6. LEGAL OBLIGATIONS
 - FIDIC, NEC experience
 - Claims formulation & negotiation
 - OHS Act Appointment
7. ADMIN & MANAGEMENT
 - Contract Records
 - Manpower – records, grievances, queries
 - Equipment records
 - Company policies
8. CONTRACT PROCUREMENT
 - Procurement of materials
 - Expediting of materials
 - Quality Control of materials
 - Company policies

Qualifications and Experience

- Electrical Engineering qualification (National Diploma or/and Degree)
- 10 years exposure to the electrical engineering / infrastructure industry as Site Manager, Project or Contracts Management.
- Working knowledge of the OHS Act legislation will be an advantage.
- Computer literacy and competent in using MS Excel and MS Project or Primavera P6
- Financial Training (ability to run own committed cost system)
- Strong Leadership, assertive business acumen and Communication skills - Written and Verbal (English).
- Ability to work under pressure.
- Sound knowledge of General Conditions of Contract

Rewards

- Salary commensurate with ability to do the job
- Provident Fund
- Fifteen (15) working days Annual Leave

The Company

ACTOM Contracting is a division of ACTOM (Pty) Ltd, operating as an electrical infrastructure projects business. Our core business is the installation of cables, instruments and electrical equipment for Industrial Plants and Power Station Industries.

Applications

Application letter accompanied by a current CV may be emailed to epc.hc@actom.co.za by no later than 01st September 2026. Should you not be contacted by us within 10 days of the closing date, please consider your application unsuccessful.