

ACTOM SMART TECHNOLOGIES
Protection & Control

JOB DESCRIPTION

Job Title:	Contracts Engineer	Prepared By:	K Masikane
Job Grade:	On File	Approved By:	H Mare
Occupational Level:	Junior Management	Date Reviewed:	31 July 2026
Reports To:	Schemes Business Unit Manager	No of Incumbents:	1
Department:	Contracts	Division:	Protection & Control

EDUCATION: (What is the minimum education level required to perform the job?)

- B-Tech/B.Sc. in Electrical and Computer Engineering
- Registered as Professional Technologist/Engineer with ECSA (**advantageous**)
- Registered with PMP or SACPCMP (**advantageous**)

EXPERIENCE: (What is the minimum amount and type of relevant experience necessary before a person will be considered for the position?)

- Minimum 3 years Project Management experience in Electrical Engineering projects
- Previous experience in the Electrical Protection-and-Control and Substation Automation fields
- Experience with Quality Assurance in the Project Management environment
- Exposure to Commercial processes and Contracts conditions (NEC/FIDIC/Bespoke, etc)

KEY ATTRIBUTES:

- Microsoft Office Suite, e.g. Projects, Excel, PowerPoint, etc.
- CPA calculations and SEIFSA indices

KEY RESPONSIBILITIES:

- To ensure that projects or contract is managed in line with customer requirement.
- Ensure that projects are executed and completed on time, cost and quality specification.
- Maintain costs within set budget while enhancing the margin by claiming all justifiable means and utilising cost reduction opportunities on projects.

A division of ACTOM (Pty) Ltd

Registration Number: 2008/001863/07

Chairman: MA Mthethwa

Group Chief Executive Officer: M Naidoo

Directors:

Executive: M Naidoo, D Lubbe, S Makamu,

S Chauke

(MLE Augonnet* - Alternate to S Chauke)

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

EA Van Wyngaardt *French



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- Liaise with suppliers, customers, engineers and production team on project-related issues to ensure completion of the requirements and obligations of the contract in a timely, efficient and professional manner.
- To ensure all orders are processed and managed in an efficient manner and to the satisfaction of the Customer, the terms of the contract and the Company.
- Ensure material arrives on site in time to meet erection and commissioning schedules.
- Maintain records necessary to prove that the Company has fulfilled its obligations, including all records covering non-compliances and corrective action taken to resolve/attend.
- Be fully conversant of technical specifications of each contract and request engineering support when required.

Contractual Obligations

- Ensure that all agreed contractual obligations are met
- Ensure all such commitments are properly documented and scheduled
- To ensure commercial conditions are agreed to standard company procedure
- To ensure orders have been correctly reviewed, accepted and approved in accordance with company procedures.
- Raise any conditions that may be subject to different interpretations and clarify position with customer, if necessary
- Prepare detailed project programs in line with agreed contract terms, including testing and inspecting to requisite quality requirements.

Co-ordinate Sub-Contracting Work

- Issue work instructions with complete and current supporting documents to sub-contractors and other departments and organisations contributing to the execution of the contract.
- Ensure that any authorised changes to the documentation are made in a manner which will ensure prompt action at the appropriate location.
- Maintain ongoing contact with counterparts to place orders, via the Purchasing Department, expedite deliveries and co-ordinate programs of work.
- Monitor performance and quality of sub-contractors work to ensure compliance with contract, particularly the status of completion, quality and non-conformances by regular reviews and progress meetings.

Revenue and Cost Control

- Maximise profit within terms of the contract, e.g. claims for CPA to be extended as long as applicable.
- Invoice customer in-time in accordance with the contract for all work carried out.
- Ensure all claims and invoices are for additional work, extras and rate of exchange adjustments are made promptly in accordance with the contract.
- Recover any additional amounts due to the Company, e.g. Bonuses for early completion.
- Manage the contract according to budget.



- Justify fully any changes to the tendered cost.
- Ensure that expenditure committed is within agreed budget.
- Ensure that orders on sub-contractors are such that they are committed to performing in accordance with the Company's main contract without adding any additional claims.
- Obtain formal approval for any increased cost budget prior to commitment of such costs even if it is evident that a cost overrun is unavoidable, this applies even if the amount is recoverable.

Tendering

- Submit prices to clients where necessary
- Compilation of price schedules for creation of Variation Orders
- To provide general pricing quotes as required with written confirmation 24h hours with copies to the relevant salesman and / or Manager and referring any detailed pricing matters to the relevant sales staff.

GENERAL

Besides the job functions described above, any reasonable request to perform other duties and to assist in supplementary job functions as required by your superior shall also be carried out.

To carry out ad hoc instructions from Management that fall within the general scope of the Department.

Employee	Name:	
	Signature:	
	Date:	
Line Manager	Name:	
	Signature:	
	Date:	