

ENGINEERING PROJECTS AND CONTRACTS

Industry

Job Description – Project Manager

Job Purpose

The Project Manager, reporting to the Project Office Manager Industry, will be responsible for the management and delivery of electrical projects within Industry. The incumbent shall coordinate and manage all project execution activities from planning to close-out stage in an economic and efficient manner. This includes management of direct reports, seconded workers (internal service providers) and sub-contractors on site and ensuring they carry out work in accordance with company and customer policies, statutory requirements, specified drawings, specifications, codes of practice, standards, quality plans and programs, within timeline and budget whilst maintaining safety, health, security, industrial relations and discipline within responsibility area. The role must provide advice and costing input to internal departments.

Detailed Key Responsibilities

1. Administration and Reporting

- Updating of procedures and other relevant documentation towards improved project execution maturity level and ISO compliance.
- Enforce disciplined administration within each project team.
- Provide input to the project portfolio master schedule.
- Detailed project schedule updates and monthly reports.
- Schedule updates and monthly reports - Accurate programme reporting to facilitate executive decision making.
- Complete documentation from project initiation to handover and close out in compliance with audit guidelines.

2. Project Initiation

- The Project Manager must set the tone and establish urgency from the instant of Project Award.
- Prioritise to draft order acknowledgement, C-form, bond application, advance payment invoice, budget input sheet, and any other project documentation.
- Review tender letter, purchase order and contract to become fully acquainted with the project scope, deliverables, deadlines, budget and contractual stipulations. Consult direct manager and sales team, preferably during contract hand over to Projects Office, for confirmation and alignment between all.
- Identify the key human resources allocation to the project.
- Prioritise procurement of long lead materials upon verification by lead engineer.
- Arrange kick off meeting with customer and agree high level plan, schedule and clarify expectations in accordance with our offer.
- Create a detailed work plan and schedule to define and sequence the activities and effectively utilise the allocated resources.
- Review the project schedule with senior management and revise the schedule as required.
- Develop and execute procurement plan.

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 Ntswayi

*French



32, 12th Road, Kew, Johannesburg, 2090

Private Bag 1, Bramley, 2018

Tel: +27 (0) 11 430-8700, Fax: +27 (0) 11 430-6884

www.actom.co.za

3. Financial Management

- Manage cost within Budget with zero expenditure outside awarded scope.
- Enforce strict adherence to Site Instruction and Early Notifications.
- Implement strict overtime and expenses controls - Control the out of budget spend to absolute minimum.
- Regular review of Suppliers and Agreements and negotiate for best pricing.
- Implement/maintain effective management of HDSA capital project expenditure.

4. Risk Management and Legal Compliance

- Actively involved in and responsible to identify and register legal, technical, commercial, schedule and execution risks on the Project
- Development of mitigation plans and the implementation thereof.
- Enforce Hazops and Risk Assessments in accordance with statutory requirements.

5. Effective People Management

- All normal line manager functions and deliberate team engagements
- Communicate project goals and individual/team roles, responsibilities and expectations to achieve these goals.
- Optimum staffing, resource loading and forecasting.
- Ensure smooth contractor and workforce relations.

7. Engineering, Production and Construction Management

- Co-ordinate engineer, production and construction within conditions of contract through regular integration meetings and scheduling.
- Strong focus on LTIFR, TRIR and "Near Miss Reporting".
- Excellent Engineering team liaison towards minimal technical queries.
- Regular Schedule updates with the correct detail to monitor progress.
- Interfacing with the Site managers to generate the relevant commercial letters and notices.
- Monitoring and enforcing regular review of the engineering manufacturing and construction schedule sequence and progress.
- Ensure well-co-ordinated people and equipment placement and related logistics.

8. Document Control and Quality

- With the support of the Quality Manager, deliver high quality products and installations.
- Manage deliberate quality review sessions and interventions.
- Develop stage-gate controls and/or certification throughout manufacturing, construction and testing/commissioning of the products and project.
- Ensure procedures are prepared for completion of construction, punch- listing and rectification of defects in co-operation with the Commissioning Engineer and the Customer.
- Deliver standardised handover system and documentation.
- Enforce adherence to document control and data storage.
- Develop and maintain knowledge management processes and central data centre for dissemination of learnings to relevant team members.

9. Customer and Supplier Satisfaction

- Maintain good relations with all customers and suppliers thus enhancing ACTOM's image and Products in the Market Place.
- Build partnerships with key suppliers.
- Ensure that products, installations and delivery dates comply with tender stipulations.
- Manage expectations through effective two-way open communication with Customers and relevant stakeholders.
- Conduct project close-out and post-implementation review processes to ensure effective completion following project handover.

9. Any other duties called upon to do by their Manager

Qualifications & Experience

- National Diploma / BTech / BEng / BSc Degree in Electrical Engineering
- Formal Project Management Course or qualification (Beneficial) .
- Minimum 4–5 years' experience in engineering, construction, or project management.
- Proven leadership experience managing, complex, multidisciplinary projects.
- Knowledge of ISO, safety management systems, and relevant legislation.
- Proficiency in project management tools (MS Project, Primavera, or equivalent) and ERP systems

Applications

Application letter accompanied by a current CV may be emailed to epc.hc@actom.co.za by no later than 25 September 2026. **Should you not be contacted by us within 10 days of the closing date, please consider your application unsuccessful.**