

STATIC POWER

A division of Smart Technologies

JOB DESCRIPTION

PROJECT MANAGER

Function

The incumbent will be responsible for the successful management and execution of the manufacturing and supply of equipment into electrical engineering and infrastructure projects, which can include site installation activities. To co-ordinate all the activities of a contract to ensure that contracts are executed safely, in time and within the tendered budget and conform to designed quality requirements and to the satisfaction of the Client.

Tasks will include

1. PLANNING

- Responsible for input at tender stage (labour, material, transport)
- Activities and time scheduling (programme)
- Logistics
- Multiple small to medium size projects concurrently

2. COST CONTROL

- Correctness of estimates
- Claims - Cost Price Adjustment, change management, extension of time etc.
- Invoicing

3. REPORTING

- Progress
- Production and site Meetings
- Incidents
- Time records
- Contract review
- Forecasting

4. QUALITY ASSURANCE

- ISO 9001 requirements
- Implement company policies
- Ensure active management of a Quality programme at all sites

5. CUSTOMER LIAISON

- Timely feedback
- Meetings
- Respond to queries

6. LEGAL OBLIGATIONS

- FIDIC, NEC evaluations & notifications
- Claims formulation & negotiation
- Tender vet preparations

7. ADMIN & MANAGEMENT

- Maintain contract records
- Manage equipment records
- Comply with company policies

8. CONTRACT PROCUREMENT

- Assist in expediting materials if required

- Manage Quality Control and documentation of materials

The Company

Static Power is a division of ACTOM (Pty) Ltd, operating as an electrical equipment manufacturer involved in electrical infrastructure projects. Our core business is the manufacturing and distribution of AC and DC backup equipment, including various batteries to the electrical industry in South Africa and Africa.

Applications

Application letters accompanied by a current CV may be forwarded by email to our Human Capital Manager, Thobile Mahlangu, at thobile.mahlangu@static.co.za