

# JOB PROFILE: ADVISOR PLANNING

## PURPOSE OF THIS ROLE

The purpose of this job is to assess, plan, develop projects/programmes related social infrastructure. This would include the management and control of key performance and result indicators associated with provisioning and maintenance of social infrastructure

## KEY ACCOUNTABILITIES

- Lead the formulation and engagement in dialogue with stakeholders concerning social infrastructure supply and provision of municipal services for the identified District.
- Appraise and / or develop social infrastructure master plans with stakeholders and coordinate planning.
- Develop / review and obtain approval of the social infrastructure or services development plans.
- Manage and control the key performance and result indicators associated with the provisioning and maintenance of infrastructure services.
- Facilitate, manage, monitor and control operational/capital projects and the budget in terms of social infrastructure.
- Performs infrastructure asset and social infrastructure demand management
- Plan and Monitor the implementation of Risk Management and Supply Chain Management strategies
- Disseminate information and guidance with relation to performance management.
- Oversee and ensure effective delivery of social infrastructure.
- Keeping abreast of current trends, legislative changes and technological developments in the provision, rehabilitation and maintenance of Infrastructure.
- Lead the development of feasibility studies, technical reports and designs of social infrastructure including cost of studies and strategies.
- Facilitate the development of innovative solutions for social infrastructure processes. These would amongst other include:
  - Operations and maintenance systems
  - Social infrastructure modeling, network analysis and planning
  - Reviewing of technical reports guidelines and social infrastructure guidelines
  - Updating of social infrastructure costing guidelines
  - Draft business case/s for social infrastructure projects / programmes.
  - Prioritise the social infrastructure delivery needs including capital and maintenance projects.
  - Facilitate sign-off of social infrastructure project / programme execution plans as well as any scope and / or cost variations.
- Prepare, manage and monitor short, medium- and long-term social infrastructure delivery strategies for assigned projects / programmes.
- Oversee project management of social infrastructure projects.
- Develop and implement the physical resources infrastructure planning framework and prioritisation model(s).
- Develop and implement policies, criteria and procedures for all social infrastructure plans, programmes and projects.
- Review and recommend signing of Service Delivery Agreement/s.
- Consult identified stakeholders during initiation phases.
- Lead in conducting capacity building activities in social infrastructure sector policies and practices of Implementing Agencies (IAs), social development.

## QUALIFICATIONS & EXPERIENCE

- Bachelor's degree/NQF 7 in the built-environment, planning or Equivalent.
- Professional registered at a recognised professional body.
- Public sector management and/or related experience in the delivery and oversight of social projects/programmes at a senior level (>5 years).
- Demonstrated knowledge of the Engineering Profession Act, Architectural Profession Act, Quantity Surveying Profession Act, Expanded Public Works Programme, Local Government Building Regulations (where applicable), Occupational Health & Safety Act, Provincial Land Administration Legislation, Intergovernmental Fiscal Relations Act, Intergovernmental Framework and the PFMA.
- Extensive work experience-across multiple areas of social infrastructure delivery (approximately 5 - 8 years) (Past experience operating at a senior specialist level).
- Demonstrated ability to plan large scale social infrastructure projects / programmes.
- Fully computer literate with sound knowledge of MS office.
- Demonstrated ability to interact confidently with diverse stakeholders and clients
- Drivers' License code 08.

## SKILLS & KNOWLEDGE

### COMPETENCIES - TECHNICAL

- MS Office proficient
- Strategic Planning.
- Project Management
- Solutions Focused
- Business Acumen
- Planning and Organising
- Detailed Oriented
- Reporting & Communication
- Presentation Skills

## BEHAVIOURAL COMPETENCIES

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Teamwork.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: ARCHITECT

## PURPOSE OF THIS ROLE

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risks of the client. This role is responsible for the planning, design and supervision of the construction of buildings, other associated structures and in certain instances, the spaces in between. This role is also responsible to provide architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional / technical norms and standards in line with Infrastructure Delivery.

## KEY ACCOUNTABILITIES

### Strategic Functions

- Provide strategic design and advice from the onset of any project from an Architectural perspective.

### Operational Functions

- Oversee quality and accuracy of prototype and design drawings as provided by the client and professional service providers (building designs, site layout plans and as-built drawings)
- Research and advise on best practice within the architectural universe.
- Provide technical input into project implementation plans, standard contractual documentation (best practice, governance items)
- Provide occupation/profession specific quality control during project execution
- Seek to minimise project cost and enhance value for money, while keeping regulatory standards and quality
- Keep abreast of, and advise on, local statutory building regulations and manage incorporation of these regulations into relevant programmes
- Project/programme schedule and cost control
- Continuous Improvement Of Architecture, Cost Engineering and Estimating Services
- Keep abreast of new developments and technologies in the field of architecture
- Liaise with external architecture firms and associations regarding documentation, benchmarking rates and alternative procedures to ensure improvements and cost saving
- Optimize standard guides, methods and techniques to evaluate the utilisation of available resources
- Evaluate and identify new initiatives or enhanced/improved products
- Identify and investigate problem areas to recommend possible solutions
- Assist the Governance, Risk and Compliance Lead in conducting internal audits for assurance that standards and procedures are being applied
- Compile and present special technical reports when required
- Development, interpretation and customisation of functional and technical norms and standards
- Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives.
- Preparation of inputs to the development of the User Asset Management Plan and final project lists
- Research / literature studies to keep abreast with new technologies and procedures, including interaction with professional Councils/Boards
- Prepare regular performance reports on the efficiency and effectiveness of programme implementation
- Identify and manage key risks.

## QUALIFICATIONS & EXPERIENCE

- A bachelor's degree of Architecture or building management, building science or equivalent as recognised by the South African Council for the Architectural Profession
- Professional registration with the South African Council for the Architectural Profession (SACAP).
- 5 years or more relevant working experience in the built environment
- Drivers' License code 08.

## SKILLS & KNOWLEDGE

- MS Office proficient
- Excellent knowledge of Architectural design packages and programs
- Estimating and value engineering of construction services and works
- Project and contract management
- Budgeting / cost planning
- Strong programme management skills
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills
- An excellent grasp of three dimensional space planning and engineering service requirements
- Knowledge and understanding of: Health Act and Regulations, National Building Standards Act of 1977 and Regulations, Construction Industry Development Board Act of 2000 and Regulations, Architectural Profession Act of 2000, Occupational Health and Safety Act of 1993
- Understand the Health service delivery platform, -indicators & service plan and how that links with infrastructure
- Understand how to undertake a risk analysis and undertake a risk mitigation strategy
- Understand how to identify the required information fields and documents for use by Health
- Ability to process and analyse new and complex information quickly and to prioritise issues for consideration.
- Ability to build strategic alliances with key players for business
- Ability establishes and maintains effective relationships and gains the trust and respect of clients.
- Results driven: Demonstrates high levels of commitment and dedication to achieving goals and objectives in a pressured work environment.

## BEHAVIOURAL COMPETENCIES

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- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Teamwork.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: CHIEF ADVISOR COST ENGINEER

## PURPOSE OF THIS ROLE

This position applies to all projects.. The purpose of this position is to coordinate, direct and lead estimating efforts to ensure optimum costing and coordination of projects and programmes implemented by DBSA and its clients. Practising management of project cost, involvement in estimating activities, cost controlling, cost for casting, investment appraisal and risk analysis.

## KEY ACCOUNTABILITIES

### Strategic Function

- Provide strategic design and advice from the outset of any project from a costing perspective.

### Operational Functions

- Responsible to control and monitor project total expenditure including verifying and checking of invoices and claims from suppliers, vendors and subcontractors to ensure that all project expenditures are captured and properly recorded.
- Provide planning and cost controlling support for all projects which includes variation reporting, monitoring of milestone progress to the preparation of contractor/PSP's billing processes, etc
- Perform and manage project activity scheduling and monitoring
- Perform technical and commercial review of EPCI long time tenders (subcontractor's quotations) for the preparation of Service agreements
- Ensure effective project implementation and utilize productive reports from the creation of WBS with the use of project management system to monitor the status of all purchases, invoicing and delivery up to the closure of the project.
- Prepare monthly vessel movement report for the monitoring of the project activities daily and register all downtime, consumptions and vessel related issues relating to the project promptly to the project manager and management.
- Coordinate and work with the project management team to resolve project issues to ensure the delivery/completion of the project work.
- Attend project meetings and discussions with the Project management team and external clients
- Perform project costing related reporting to the team and management's review on a monthly basis to ensure that expenditures are kept within the project budget.
- Provide cost control and planning advice to the internal project management team as and when required.
- Assist in preparing cost data for proposals and contract negotiations.
- Follow the Estimating life-cycle in accordance with prescribed standards and procedures.
- Establish quote priorities based on evaluation and analysis of overall opportunities.
- Develop and implement requirements for cost recording, reporting, and analyzing standards, programs, and reports. Performs performance monitoring and control functions for specific applications, including the consistent use of applicable procedures.
- Provide financial reporting, trending data. Perform data analysis and development.
- Develop and/or revise manufacturing processes, procedures, work instructions.
- Undertake any other ad-hoc duties as required.

## QUALIFICATIONS & EXPERIENCE

- A BUILT ENVIRONMENT degree (PREFERABLY IN Quantity Surveying) or relevant qualification
- Professional accreditation with the is required.
- Intermediate level of proficiency in MS Excel and other MS Office programs
- Knowledge and experience in ISO-9001, AS9100 requirements
- Proficient with computer programs and a working knowledge of new technology
- Ability to communicate effectively and professionally with co-workers, outside agencies,

- business partners, and consultants
- Familiar with CIDB & FIPDM
- 5 years or more post qualification working experience
- Drivers License code 08.

## SKILLS & KNOWLEDGE

- MS Office proficient (including MS Project or similar)
- Strong interpersonal skills including mentoring, coaching, collaborating
- Strong analytical, planning, and organizational skills with an ability to manage competing demands.
- Strong knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence.
- Excellent oral and written communications skills and experience interacting with all stakeholders at all levels including the executive level.
- Creative approach to problem solving with the ability to focus on details while maintaining the “big picture” view.
- Good understanding of government health delivery practices.
- Building and sustaining relationships
- Ability to transfer skills
- Leading and contributing to team success

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and ‘triggers’ and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations. Honesty, Integrity and personal accountability
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: CIVIL ENGINEER

## PURPOSE OF THIS ROLE

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risk of the any clients. This role is responsible for the planning, design and supervision of the construction and engineering projects.

## KEY ACCOUNTABILITIES

### Strategic Function

- Provide strategic design and advice from the outset of any project from an Engineering perspective.

### Operational Functions

- **Continuous Quality Assurance**
  - Oversee quality and accuracy of prototype and design drawings as provided by the client and professional service providers (service designs, plans and as-built drawings)
  - Research and advise on best practice delivery
  - Provide technical input into project implementation plans, standard contractual documentation (best practice, governance items)
  - Provide occupation/profession specific quality control during project execution
  - Seek to minimise project cost and enhance value for money, while keeping regulatory standards and quality
  - Keep abreast of, and advise on, local statutory regulations and manage incorporation of these regulations into relevant programmes
  - Project/programme schedule and cost control
- **Continuous Improvement of Cost, Civil Engineering, Design and Estimating Services**
  - Keep abreast of new developments and technologies in the field of civil engineering
  - Liaise with external engineering firms and associations regarding documentation, benchmarking rates and alternative procedures to ensure improvements and cost saving
  - Optimize standard guides, methods and techniques to evaluate the utilisation of available resources
  - Evaluate and identify new initiatives or enhanced/improved products
  - Identify and investigate problem areas to recommend possible solutions
  - Assist the Governance, Risk and Compliance Lead in conducting internal audits for assurance that standards and procedures are being applied
  - Compile and present special reports when required
  - Broad civil design skills
  - Apply engineering principles to devise and deliver new and innovative approaches in order to solve complex problems
  - Use computers and computer-aided design (CAD) technology for simulation purposes
  - Preparation of specifications, proposals and other tender documentation
  - Liaise with construction contractors to ensure that the newly erected buildings and civil works are structurally sound
  - Liaise with other designers, including architects, to agree on safe designs and their fir with the aesthetic concept of the construction.

## QUALIFICATIONS & EXPERIENCE

- Engineering degree (BTech; B Eng/BSC (Eng) or relevant qualification
- Compulsory registration with ECSA as a Professional.
- 5 years or more post qualification working experience
- Drivers License code 08.

## SKILLS & KNOWLEDGE

- MS Office proficient
- Good understanding of scheduling programs such as MS Projects and Primavera
- Excellent knowledge of Civil engineering Design programs and the application thereof
- Estimating and value engineering of construction services and works
- Project and contract management
- Budgeting / cost planning
- Strong programme management skills
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.



# JOB PROFILE: CLERK OF WORKS – CONSTRUCTION

## PURPOSE OF THIS ROLE

This position applies to all projects.. The Clerk of Works responsibilities is primarily to represent the interest of the DBSA regarding ensuring that the quality of both material and workmanship are in accordance with the design information and the quality standards. The Clerk of Works will be required, with the Construction Project Manager, to ensure that the project is technically sound, the standards regarding quality are met and the DBSA's risks are identified and mitigated.

## KEY ACCOUNTABILITIES

### Strategic Functions

- Support the Project team in planning, execution, monitoring, control and closure of the project.
- Identify and implement expediting measures to prevent project quality issues and risks.

### Site Management Functions

- Project coordination and team management
  - Making sure that the work is carried out to CLIENT/S's standard, specification, correct material, workmanship and schedule;
  - Becoming familiar with all the relevant drawings and written instructions, checking them and using them as a reference when inspecting work;
  - Making visual inspections and audit reports;
  - Taking measurements and samples on site to make sure that the work and the material meet the specifications and quality standards
  - Being familiar with the legal and contractual requirements and checking that the work complies with them
  - Having a working knowledge of health and safety legislation and bringing any shortfalls observed to the attention of the Construction Project Manager
  - Advising the appointed PSP about certain aspects of the work, particularly when something has gone wrong.
- Project control on quality and risk
  - Develop, implement and manage control measures for quality;
  - Study the drawings and specifications and submit queries to the Principal Agent
  - Check the benchmarks, building lines and setting out points and submit queries to the Principal Agent
  - Verify details of testing requirements with the Principal Agent and ensure the Contractor is fully aware of these. Witness tests if necessary and review results
  - Conduct regular site audits and provide feedback to the Construction Project Manager;
  - Facilitate and ensure that construction activities follow the predetermined schedule and critically monitor project milestones and escalate critical areas and delays;
  - Compile project risk register and proactively manage project risk and mitigate as necessary
- Project planning
  - Develop and implement project work plans with the Construction Project Manager and make revisions as and when need arises;
  - Engage and agree all project milestones with stakeholders and customers.
- Project communication and reporting
  - Develop and implement an effective communication system and provide timely feedback for management, client and customer;
  - Attend site, design and project meetings and action site meeting minutes and action plans;
  - Compile and issue timely weekly project reports for Construction Project Manager and Management with focus on general progress of work, labour force, weather and detailed reports on incidents, unusual circumstances and information required from CLIENT/S;
  - Manage and update project reporting and activities on Project Portfolio Management System
  - Compile and issue timely monthly progress reports; and

- Conduct and compile project close out reviews and lessons learnt report.
- Project contract management
  - Ensure contracts are managed in a way that is fair to all parties;
  - Monitor performance by identifying and resolving areas of concern;
  - Actively manage measure progress against the contract's performance;
  - Manage and ensure adherence to the contract conditions and timelines.
- Project commissioning
  - Carry out inspections at completion stages and provide input to the schedule of defects for the use of the Principal Agent.
  - Manage and facilitate the availability of all site handing over documentation;
  - Coordinate the submission of as built drawings and user specifications where applicable;
  - Manage and coordinate the close-out phase of the project and ensure compliance
  - Manage audit and compliance queries from stake holders and Client departments
  - Ensure commissioning, hand over and sign-off by client.
- Programme health, safety and environmental quality
  - Implement the Occupational Health and Safety (OHS) Act and any recommendations from audits carried out within the project environment and ensure compliance;
  - Assure compliance to the project Environmental Approval (EA) conditions develop a culture of safety and health within the project environment by promoting the aims and benefits of proactive safety and health interventions;
  - Conduct effective control, management and follow up of incidents; and
  - Advise and evaluate contractors on compliance to the approved safety plan and ensure that the Safety, Health and Environmental standards are being achieved

### **QUALIFICATIONS & EXPERIENCE**

- A Relevant Engineering degree (B Eng/Bsc (Eng) in the built environment (Civil, Construction Management, QS or Architectural)
- Preferably a postgraduate qualification in Construction Project Management
- Compulsory registration with ECSA as a Professional Engineer
- 6 years' or more experience in construction projects/built environment as a clerk of works
- Proven track record in being part of management team in huge construction projects/built environment

### **SKILLS & KNOWLEDGE**

- MS Office proficient
- In depth understanding of MS Projects and /or Primavera and the application thereof
- Project and contract management knowledge
- Budget and cost planning
- Sound knowledge of the JBCC, NEC, GCC and other relevant building contracts
- Knowledge of relevant Acts regarding infrastructure development including Health and Safety
- Understanding of infrastructure markets
- Understanding of government priorities, systems and processes at national and provincial level
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical and problem-solving skills
- Strong leadership and management skills to coordinate and motivate project teams

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: ELECTRICAL ENGINEER

## PURPOSE OF THIS ROLE

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risk of the any clients. This role is responsible for the planning, design and supervision of the development of electrical control systems and devices. The role also to incorporates problem -solving and testing of equipment to ensure reliability, quality, safety and sustainability of electrical works.

## KEY ACCOUNTABILITIES

### Strategic Function

- Provide strategic design and advice from the outset of any project from an Electrical Engineering perspective.

### Operational Functions

- **Continuous Quality Assurance**
  - Oversee quality and accuracy of prototype and design drawings as provided by the client and professional service providers (service designs, plans and as-built drawings)
  - Research and advise on best practice delivery
  - Provide technical input into project implementation plans, standard contractual documentation (best practice, governance items)
  - Provide occupation/profession specific quality control during project execution
  - Seek to minimise project cost and enhance value for money, while keeping regulatory standards and quality
  - Keep abreast of, and advise on, local statutory regulations and manage incorporation of these regulations into relevant programmes
  - Project/programme schedule and cost control
- **Continuous Improvement of Cost, Electrical Engineering, Design and Estimating Services**
  - Keep abreast of new developments, technologies and energy saving technologies in the field of electrical engineering
  - Liaise with external engineering firms and associations regarding documentation, benchmarking rates and alternative procedures to ensure improvements and cost saving
  - Optimize standard guides, methods and techniques to evaluate the utilisation of available resources
  - Evaluate and identify new initiatives or enhanced/improved products
  - Identify and investigate problem areas to recommend possible solutions
  - Assist the Governance, Risk and Compliance Lead in conducting internal audits for assurance that standards and procedures are being applied
  - Compile and present special reports when required
  - Apply engineering principles to devise and deliver new and innovative approaches in order to solve complex problems
  - Use computers and computer-aided design (CAD) technology for simulation purposes
  - Preparation of specifications, proposals and other tender documentation
  - Liaise with construction contractors to ensure that the Electrical works are done in the correct standardised manner
  - Liaise with other designers, including architects, to agree on safe designs of electrical works.

## QUALIFICATIONS & EXPERIENCE

- Bachelor of Science in Electrical Engineering or equivalent.
- Professional accreditation with the ECSA is required.
- CAD (REVIT) experience preferred

- Familiar with CIDB & FIPDM
- 8 years or more post qualification working experience
- Drivers License code 08.

## SKILLS & KNOWLEDGE

- MS Office proficient (including MS Project or similar)
- Strong interpersonal skills including mentoring, coaching, collaborating
- Strong analytical, planning, and organizational skills with an ability to manage competing demands.
- Strong knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence.
- Excellent oral and written communications skills and experience interacting with all stakeholders at all levels including the executive level.
- Creative approach to problem solving with the ability to focus on details while maintaining the “big picture” view.
- Good understanding of government health delivery practices.
- Building and sustaining relationships
- Ability to transfer skills
- Leading and contributing to team success

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and ‘triggers’ and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: ENGINEER LIFT INSTALLATION

## PURPOSE OF THIS ROLE

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risk of the Development Bank of South Africa, and any clients. This role is responsible for the planning, design and supervision of the construction and engineering projects undertaken by the Development Bank of South Africa and its clients.

## KEY ACCOUNTABILITIES

### Strategic Function

- Provide strategic design and advice from the outset of any project from a Mechanical Engineering perspective with a specialisation in Lift Installations.
- Provide strategic design advise and input into best maintenance and operations practices and perspective

### Operational Functions

- **Continuous Quality Assurance and maintenance operations**
  - Carrying out routine checks
  - Making minor repairs or isolating problems until a service can be carried out
  - Responding to emergency breakdown call-outs
  - Installing and fitting out lifts, lifting gear and lift wells
  - Demonstrating new equipment to clients
  - Refurbishing or replacing lift interiors, flooring, panel displays, communication systems, buttons and lighting
  - Updating written and computerised work records
  - Identifying recurring problems
  - Making sure equipment meets health and safety regulations
  - Producing risk assessment reports and legal and insurance documents on a monthly basis

## QUALIFICATIONS & EXPERIENCE

- Engineering degree (B Eng/Bsc (Eng) in mechanical engineering or equivalent qualification
- Compulsory registration with ECSA as a Professional Engineer.
- 6 years Post qualification working experience
- Drivers License code 08.

## SKILLS & KNOWLEDGE

- MS Office proficient
- Good understanding of scheduling programs such as MS Projects and Primavera
- Skills in electrical or mechanical work
- Excellent problem-solving skills
- Good organisational skills to plan workloads
- IT skills for updating records and writing reports
- computer aided design (CAD) skills, if involved in design work
- Estimating and value engineering of construction services and works
- Budgeting / cost planning
- Strong programme management skills
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: ENGINEERING / LAND SURVEYOR

## PURPOSE OF THIS ROLE

This position applies to all projects. Engineering / Land Surveyor utilises specialized equipment to measure and mark property boundaries, calculating the dimensions, elevations, shapes, and contours of sites for public, government, and private development.

## KEY ACCOUNTABILITIES

### Operational Functions

- Perform duties related to land surveying for identifying land ownership and property boundaries for construction projects
- Conduct records management activities and perform historical and legal land ownership research.
- Develop and inspect land surveying project contracts.
- Support field measurement and layout.
- Conduct standard calculations to identify areas, elevation and volumes of field survey notes.
- Conduct basic calculations using field note data.
- Read, utilize and interpret design drawings and topographic maps.
- Study, learn and interpret CAD computer applications and GIS System.
- Perform as Senior Project Leader for survey at in-house and mapping projects.
- Provide consistent and superior quality documents for survey, design and building projects for all clients in region.
- Perform as cadastral issue matter expert as team member.
- Perform as Contracting Officer Technical Representative (COTR) for Architect-Engineer.
- Involve in implementing mapping contracts and Indefinite Quality (IQ) surveying.
- Provide vertical and horizontal control maps and government cost estimate for mapping and survey projects
- Obtain specialized equipment, including distance measuring wheels, GPS and geographic information system (GIS) devices to measure boundaries and contours.
- Develops work plans, methods and procedures to perform surveying tasks.
- Collects and analyzes field data; performs complex survey and engineering computations.
- Ensure adherence to safe work practices and proper use of traffic control measures during field work.
- Arrange for regular spot check on work and records.
- Maintain all instruments and instrument register as per Contract requirements.
- Spot checks instruments in use to ensure that they are duly calibrated and in good proper adjustment.
- Ensure that setting out books are properly maintained and filed when complete.
- Conduct surveys to determine precise location and measurement of points, elevations, lines, areas and contours for construction, map making and other purposes.
- Keep accurate notes, records and sketches to describe and certify work performed.

## QUALIFICATIONS & EXPERIENCE

- Bachelor's degree or Diploma in Surveying
- Professional Land Surveying license – SAGC / PLATO
- Excellent problem-solving skills and understanding of mapping concepts
- Self-motivated with good time management and ability to work outdoors and walk as needed
- Experience with computer drafting programs



## SKILLS & KNOWLEDGE

- Numeracy and the ability to make mathematical calculations
- The ability to understand and interpret data
- Lateral and logical thinking
- Cutting-edge IT skills and confidence with new technology
- Problem solving and analysis
- Attention to detail
- Client management/customer service skills
- Verbal and written communication skills
- Organisation and time management
- The ability to work independently and as part of a team.

## BEHAVIOURAL COMPETENCIES

- **Communication and Listening:** Communication and listening involves effective, clear communication in complex situations or in front of large, mixed audiences. Effective communication requires the skills to present proposals, suggestions and solutions in a convincing way. It is about capturing the interest of stakeholders, influencing their opinions, and cultivating strong stakeholder relationships. Effective communication also includes knowledge sharing and knowledge management.
- **Teamwork:** Teamwork is about knowing how to work with others by integrating energies to achieve a common goal. Teamwork includes promoting productive, collaborative relationships between individuals and/or groups. Teamwork requires individuals to remain authentic and accountable to the group.
- **Goal Orientation:** Goal orientation is about directing one's activities and those of other people in the team, to achieve shared objectives, providing a level of commitment proportional to the importance of the project. Goal orientation requires setting goals that are higher and more challenging than expectations, and remaining results driven and achievement-orientated to optimise the business value chain.
- **Planning and Organisation:** Planning and organisation includes planning, implementing and monitoring projects and programs to ensure that deadlines are met. It includes identifying and, if necessary, redefining short, medium- and long-term priorities and allocating the financial, technical and human resources appropriately. This requires flexibility and agility, as well as a good perspective. Planning and organisation require financial and budget management skills, and governance and risk management skills.
- **Problem Solving:** Problem solving involves analysing causes of problematic situations and taking effective decisions - even in the absence of sufficient time and information - based on a brief summary of information, intuition, experience or skills. Problem solving requires conceptual and logical thinking, sound judgment and innovation.

# JOB PROFILE: ENVIRONMENTAL MANAGEMENT SPECIALIST

## PURPOSE OF THIS ROLE

The purpose of the role is to facilitate the planning, resourcing, delivery and maintenance of the physical environment conducive to quality services. The Environmental Management Specialist works under general supervision and is responsible for ensuring proper project implementation, reporting, administration, and planning of noxious weeds and environmental management projects. The Specialist performs technical and skilled work and operates and maintains a variety of field equipment in the completion of various management projects.

## KEY ACCOUNTABILITIES

### Strategic Functions

- Aid the planning, execution, monitoring and control and closure of the projects
- Aid with the expediting measures to prevent programme delays by actively engaging and managing project managers

### Programme Management Functions

- Stay updated with SA environmental regulations.
- Develop and enforce environmental guidelines and practices.
- Review and recommend improvements to existing environmental programs for compliance assurance.
- Generate environmental reports as requested by regulatory agencies.
- Provide guidance and direction to management for ensuring environmental compliance.
- Prepare permit applications and agreements as needed by regulatory agencies.
- Obtain, maintain, modify and renew environmental permits and licenses.
- Work with emergency response team to address environmental incidents such as chemical leaks and spills.
- Identify and solve environmental violations.
- Conduct regular environmental inspections to determine pollution level.
- Investigate environmental accidents and propose corrective actions.
- Write environmental related articles, newsletters, and press releases.
- Assist in developing project proposals and statement of work and determine overall budget and schedules.
- Maintain inventory control and oversee shipping and transportation arrangements.
- Oversee waste disposal and pollution control programs.
- Educate workers on environmental health and safety procedures.

### Project Management Functions

- Inspect sites to assess environmental damage or monitor clean-up progress.
- Maintain records of decisions, actions, and progress related to environmental development projects.
- Prepare reports or presentations to communicate development needs, status, or progress.
- Review or evaluate environmental project proposals.
- Coordinate on-site activities for environmental clean-up or remediation projects to ensure compliance with environmental laws, standards, regulations, or other requirements.
- Negotiate contracts for services or materials needed for environmental aspect of projects.
- Plan or implement development projects to ensure safety, quality, and compliance with applicable standards or requirements.
- Conduct feasibility or cost-benefit studies for environmental projects.
- Identify environmental contamination sources.
- Coordinate the disposal of hazardous waste.

- Design or implement plans for surface or ground water remediation.
- Develop or implement plans for the sustainable sites to ensure regeneration of a wider area by providing environmental protection or economic and social benefits.
- Estimate costs for environmental clean-up and remediation of land redevelopment projects.
- Design or conduct environmental restoration studies.
- Prepare and submit permit applications for demolition, clean-up, remediation, or construction projects.
- Conduct quantitative risk assessments for human health, environmental, or other risks.
- Design or implement plans for structural demolition and debris removal.
- Develop or implement plans for revegetation of brownfield sites.
- Review or evaluate designs for contaminant treatment or disposal facilities.
- Provide expert witness testimony on issues such as soil, air, or water contamination and associated clean-up measures.
- Provide training on hazardous material or waste clean-up procedures and technologies.
- Design or implement measures to improve the water, air, and soil quality of test sites, abandoned mine land, or other contaminated sites

### QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in environmental engineering, natural resources, or environmental management
- Compulsory registration with ECSA as a Professional Engineer.
- 8 years Post qualification working experience
- Drivers License code 08.
- Familiar with CIDB and FIPDM

### SKILLS & KNOWLEDGE

- MS Office proficient
- Good understanding of scheduling programs such as MS Projects and Primavera
- Excellent knowledge of Mechanical engineering design programs and the application thereof
- Excellent knowledge of Maintenance and Operations methods and methodologies and the implementation thereof.
- Estimating and value engineering of construction services and works
- Project and contract management
- Budgeting / cost planning
- Strong programme management skills
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills

### BEHAVIOURAL COMPETENCIES

- **Communication and Listening:** Communication and listening involves effective, clear communication in complex situations or in front of large, mixed audiences. Effective communication requires the skills to present proposals, suggestions and solutions in a convincing way. It is about capturing the interest of stakeholders, influencing their opinions, and cultivating strong stakeholder relationships. Effective communication also includes knowledge sharing and knowledge management.
- **Teamwork:** Teamwork is about knowing how to work with others by integrating energies to achieve a common goal. Teamwork includes promoting productive, collaborative relationships between individuals and/or groups. Teamwork requires individuals to remain authentic and accountable to the group.
- **Goal Orientation:** Goal orientation is about directing one's activities and those of other people in the team, to achieve shared objectives, providing a level of commitment proportional to the importance of the

project. Goal orientation requires setting goals that are higher and more challenging than expectations, and remaining results driven and achievement-orientated to optimise the business value chain.

- **Planning and Organisation:** Planning and organisation includes planning, implementing and monitoring projects and programs to ensure that deadlines are met. It includes identifying and, if necessary, redefining short, medium- and long-term priorities and allocating the financial, technical and human resources appropriately. This requires flexibility and agility, as well as a good perspective. Planning and organisation require financial and budget management skills, and governance and risk management skills.
- **Problem Solving:** Problem solving involves analysing causes of problematic situations and taking effective decisions - even in the absence of sufficient time and information - based on a brief summary of information, intuition, experience or skills. Problem solving requires conceptual and logical thinking, sound judgment and innovation.

# JOB PROFILE: Facilities Manager

## PURPOSE OF THIS ROLE

This position is a generic position which applies to all programmes. The purpose of this role is to Plan and coordinate facility capital improvement projects for construction and renovation programs to ensure compliance with procedures and standards.

Coordinate with project team and other stakeholder as required to facilitate the design process, generate design documents, obtain required approvals, and execute construction work with minimal disruption to operations. Develop or evaluate proposed planning and engineering designs and assisting in the supervision of activities related to the construction, renovation and repair to facilities and equipment.

## KEY ACCOUNTABILITIES

### Strategic Functions

- Lead the planning, execution, monitoring and control and closure of the programme/s
- Identify and implement expediting measures to prevent programme delays by actively engaging and managing project managers
- Align and manage the programme and projects goals with the overall strategy

### Programme Management Functions

- Provides leadership and direction to the project team, with emphasis on the consultant design team, to ensure that Program Requirements and Scopes of Work are effectively developed.
- Refines conceptual scopes of work, budgets, and project management schedules to ensure proper control of projects throughout the design stage.
- Submits project designs to appropriate governmental agencies and community interests' groups to obtain timely approvals.
- Conducts design reviews with clients, fellow project managers, public safety, information technology personnel, risk management and other facilities and student housing personnel to obtain the highest benefit of expertise and experience.
- Provides leadership and direction to the project team, with emphasis on the construction manager (or general contractor's team), to ensure that construction is completed on time, within budget, and in compliance with plans and specifications.
- Validates monthly progress payments to ensure proper and timely payment to consultants, keeping the supervisor, fiscal representatives, and clients routinely informed of construction progress, problems, and solutions.
- Analyzes and solves problems related to the principles and practice of sound architectural, engineering and other technical areas to facilitate informed decision making.
- Performs special studies and undertakes special assignments requiring the development of information or solutions to especially difficult problems or the resolution of situations where viewpoints and objectives are at variance and must be reconciled to enable project.
- Conducts a formal approach to soliciting feedback from both clients and O&M personnel to obtain user and maintainer project evaluation.
- Assists O&M personnel with enforcement of warranty provisions and assures O&M staff receives appropriate training on any equipment installed.
- Leads the project team in assembling lessons learned to ensure that project successes are incorporated into future Project Management projects and that mistakes are not repeated on future projects.
- Reviews designated discipline's issues of all projects to assure compliance with the campus plan, best practices for sustainable higher education design, applicable codes, sound architectural and engineering practice and GU standards.

### Management Functions

- Oversees work of architects, engineers, contractors, and other external service providers:
  - Selecting appropriate consultation specific to the needs of the projects
  - Reviewing service proposals contracts, and negotiating pricing
  - Managing performance under contract
  - Coordinates review and approvals of design documents and cost estimates
  - Ensuring adherence to company policies, procedures, safety guidelines, constructions safety procedures
  - Obtains necessary approvals for job approval, change orders, and invoice

### QUALIFICATIONS & EXPERIENCE

- Degree in Civil, Structural, Electrical, or Mechanical Engineering, as well as Architecture or Landscape Architecture; Construction or Project Management degrees preferred
- Compulsory registration with ECSA as a Professional Engineer or Architect
- 8 years or more post qualification working experience
- Drivers License code 08.
- Computer literate with specific knowledge of CADD and MS Project or other software (e.g., Primavera,)
- MS Office fluency with excellent verbal and written communication skills
- A high level of interpersonal skills for daily interaction with faculty and staff, clients, GU managers, team members, and public agency officials
- Ability to prepare clear and concise reports, a variety of matrices, verbal presentations, and code analyses
- 

### SKILLS & KNOWLEDGE

- MS Office proficient.
- In depth understanding of MS Projects and/or Primavera and the application thereof
- Programme, project and contract management
- Budgeting / cost planning
- In depth understanding of the PMBOK knowledge areas
- Knowledge of relevant Acts on infrastructure development
- Understanding of infrastructure markets
- Understanding of government priorities, systems and processes at national and provincial level
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills

### BEHAVIOURAL COMPETENCIES

- **Communication and Listening:** Communication and listening involves effective, clear communication in complex situations or in front of large, mixed audiences. Effective communication requires the skills for presentations, proposals, suggestions and solutions in a manageable concise way. Building relationships based on trust and respect with our stakeholders, to be considerate and yet influential to the stakeholder's opinions. Effective communication also includes knowledge sharing and knowledge management.
- **Teamwork:** Teamwork is about knowing how to work with others by integrating skills, strengths and weaknesses to build a winning team. Teamwork includes promoting productive, collaborative relationships between individuals and/or groups. Teamwork requires individuals to remain authentic and accountable to the group.
- **Goal Orientation:** Goal orientation is about directing one's activities and those of other people in the team, to achieve shared objectives. Providing a level of commitment proportional to the importance of the project. Goal orientation requires setting goals that are higher and more challenging than expectations, and remaining results driven and achievement-orientated to optimise the business value chain.

- **Planning and Organisation:** Planning and organisation includes planning, implementing and monitoring projects and programs to ensure that deadlines are met. It includes identifying and, if necessary, redefining short, medium and long term priorities and allocating the financial, technical and human resources appropriately. This requires flexibility and agility, as well as a good perspective. Planning and organisation requires financial and budget management skills, and governance and risk management skills.
- **People Management:** People management involves identifying the skills and aspirations of individuals, recognising their successes and tackling their weaknesses constructively to create real opportunities for growth and achievement. People management requires the ability to develop interpersonal relationships to manage and measure high performance teams, enhance diversity of style and professional approach, and encourage people to take responsibility for work done and the achievement of goals. People management requires decision-making and delegation, mentoring and coaching, and constantly stimulating people by giving them challenging targets based on their individual potential. People management includes the ability to lead in complex and uncertain situations, and manage change.
- **Problem Solving:** Problem solving involves analysing causes of problematic situations and taking effective decisions - even in the absence of sufficient time and information - based on a brief summary of information, intuition, experience or skills. Problem solving requires conceptual and logical thinking, sound judgment and innovation.

# JOB PROFILE: GEOTECHNICAL ENGINEER

## BACKGROUND

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risk of the Development Bank of South Africa, and any clients. This role is responsible for methodical Geotechnical input for the planning, design and supervision of the construction and engineering projects undertaken by the Development Bank of South Africa.

## KEY ACCOUNTABILITIES

### Operational and Strategic Functions

- Implement and maintain safety, health and environmental policies and procedures, and ensure to maintain a healthy working environment;
- Perform geotechnical analysis and study to assess construction site condition.
- Plan and conduct geotechnical exploration effectively.
- Perform field and environmental investigations for construction projects.
- Analyze geotechnical findings, perform appropriate calculations and prepare data reports to Manager.
- Develop proposals and determine cost and schedule for investigations.
- Provide direction to technical team in field inspection activities.
- Interact with contractors/PSP and team members to complete the assigned project on-time.
- Evaluate team performance and determine training needs to meet performance objectives.
- Perform basic office administration tasks when needed.
- Assist Manager in design and evaluation of constructions.
- Develop design drawings and specifications for construction projects.
- Review and approve geotechnical designs developed by outside consultants.
- Review construction design proposals and approve geotechnical aspects.
- Identify learning needs of immediate team members and organizes or recommend appropriate training;
- Traveling to meeting and evaluation sites.
- Inspecting the composition of naturally occurring formations at each prospective site.
- Drawing an array of samples and studying these in the laboratory.
- Determining the likelihood of consequential movements in the land.
- Reviewing prevailing weather patterns and searching for noteworthy anomalies.
- Suggesting effective fixes to geotechnical obstacles.
- Calculating all requisite costs and material resources.
- Sharing your final evidence-based verdicts with all project manager
- Establishing geotechnical investigate ground conditions and analyse results of soil sample and in situ tests.
- Liaise with construction contractors to ensure that newly erected buildings;
- Applying expert knowledge in complex building design problems using the latest technology in design methods.
- Use computers and computer-aided design (CAD) technology for simulation purposes.
- Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks.
- Manage obtaining of records, drawings and documentation as applicable
- Any other responsibilities that might arise and aligned with the job profile



## QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Geotechnical Engineering
- Compulsory registration with ECSA/ SACNASP as a Professional Engineer
- 8 years Post qualification relevant working experience
- Experience in working in multifaceted and large scale projects.
- Drivers License code 08.

## SKILLS & ABILITIES

**The incumbent should have demonstrated the following competencies:**

- Excellent verbal and written communication skills, including technical report writing
- Sound knowledge of structural engineering design and analysis and ability to use structural analysis software
- A solid background in using specialist computer software for operational compliance. Make complex calculations in assessing structures and to create two- or three-dimensional model for analysis
- Process knowledge and skills
- Computer-aided engineering applications
- Compliance to the provisions of the Occupational Health and Safety Act [OHS].
- Understand how to undertake a risk analysis and undertake a risk mitigation strategy
- Ability to process and analyse new and complex information quickly and to prioritise issues for consideration
- Ability to build strategic alliances with key players for business
- Results driven: Demonstrates high levels of commitment and dedication to achieving goals and objectives in a pressured work environment.

## BEHAVIOURAL COMPETENCIES

**The incumbent is required to have the following behavioural competencies:**

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: MAINTENANCE PLANNER

## PURPOSE OF THIS ROLE

This position applies to all projects.. The purpose of this position anticipates and eliminate potential delays by planning and coordinating maintenance resources, parts, materials, and equipment access. The Maintenance Planner reports to the Maintenance Manager. Responsibilities include planning and coordinating all planned maintenance activities performed at the site.

## KEY ACCOUNTABILITIES

### Strategic Function

- Provide strategic design and advice from the outset of any project from a Maintenance perspective.

### Operational Functions

- Implement maintenance strategies and develop maintenance procedures;
- Utilize latest maintenance management tools to ensure effective maintenance of all assets;
- Proactively manage communication and relationships with all customers. Act as liaison between customers and Facilities Management staff;
- Apply the latest maintenance safety technologies to ensure best-in-class maintenance safety performance and statutory compliance;
- Develop detailed work packages from preventive maintenance routine (PMR) findings and corrective maintenance activities for all maintenance teams;
- Analyse and screen corrective maintenance (CM) job cards and burning maintenance issues for opportunities to perform root cause failure analysis to prevent future failures;
- Coordinate root cause analysis;
- Attend to procedural and equipment issues that arise and require engineering evaluation and direction to improve specific maintenance procedures;
- Assist Maintenance supervisors with technical problems as may be required from time to time;
- Analyse spare parts inventory requirements and continuously improve inventory control;
- Compile periodic reports (weekly/monthly/quarterly/annually) to ensure Facilities Management Leadership has up to date information for decision making;
- Implement Facilities Management's procurement requirements for spares, materials and outsourced work;
- Coordinate the drawing of detailed maintenance tasks per asset;

## QUALIFICATIONS & EXPERIENCE

- A Bachelor's Degree or National Diploma in the built environment, mechanical, electrical or industrial engineering or relevant qualification
- Intermediate level of proficiency in MS Excel and other MS Office programs
- Knowledge and experience in use of a Computerized Maintenance Management System (CMMS);
- Experience in analyzing trends in performance parameters;
- An understanding of Facilities Management and building maintenance
- A trade test certificate qualification will be advantageous;
- Familiar with CIDB & FIPDM
- 3 years or more post qualification working experience
- Drivers License code 08.

## SKILLS & KNOWLEDGE

- MS Office proficient (including MS Project or similar)
- Strong interpersonal skills including mentoring, coaching, collaborating
- Strong analytical, planning, and organizational skills with an ability to manage competing demands.
- Strong knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence.
- Excellent oral and written communications skills and experience interacting with all stakeholders at all levels including the executive level.
- Creative approach to problem solving with the ability to focus on details while maintaining the “big picture” view.
- Good understanding of project delivery practices.
- Building and sustaining relationships
- Ability to transfer skills
- Leading and contributing to team success

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and ‘triggers’ and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations. Honesty, Integrity and personal accountability
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: MECHANICAL ENGINEER

## PURPOSE OF THIS ROLE

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risk of the Development Bank of South Africa, and any clients. This role is responsible for the planning, design and supervision of the construction and engineering projects undertaken by the Development Bank of South Africa.

## KEY ACCOUNTABILITIES

### Strategic Function

- Provide strategic design and advice from the outset of any project from a Mechanical Engineering perspective.
- Provide strategic design advise and input into best maintenance and operations practices and perspective

### Operational Functions

- **Continuous Quality Assurance**
  - Oversee quality and accuracy of prototype and design drawings as provided by the client and professional service providers (service designs, plans and as-built drawings)
  - Research and advise on best practice delivery
  - Provide technical input into project implementation plans, standard contractual documentation (best practice, governance items)
  - Provide occupation/profession specific quality control during project execution
  - Seek to minimise project cost and enhance value for money, while keeping regulatory standards and quality
  - Keep abreast of, and advise on, local statutory regulations and manage incorporation of these regulations into relevant programmes
  - Project/programme schedule and cost control
- **Continuous Improvement of Cost, Mechanical Engineering, Design and Estimating Services**
  - Keep abreast of new developments and technologies in the field of mechanical engineering
  - Liaise with external engineering firms and associations regarding documentation, benchmarking rates and alternative procedures to ensure improvements and cost saving
  - Optimize standard guides, methods and techniques to evaluate the utilisation of available resources
  - Evaluate and identify new initiatives or enhanced/improved products
  - Identify and investigate problem areas to recommend possible solutions
  - Assist the Governance, Risk and Compliance Lead in conducting internal audits for assurance that standards and procedures are being applied
  - Compile and present special reports when required
  - Broad mechanical design skills
  - Apply engineering principles to devise and deliver new and innovative approaches in order to solve complex problems
  - Use computers and computer-aided design (CAD) technology for simulation purposes
  - Preparation of specifications, proposals and other tender documentation
  - Liaise with construction contractors to ensure that the newly erected mechanical equipment and installations are structurally sound and safe
- **Maintenance and Operations**
  - Keep abreast of new developments and technologies in the field of mechanical engineering in supporting maintenance and operations activities
  - Liaise with external engineering firms and associations regarding documentation, benchmarking rates and alternative procedures to ensure improvements and cost saving
  - Optimize standard guides, methods and techniques to evaluate the utilisation of available resources
  - Identify and investigate problem areas to recommend possible solutions

- Develop maintenance and operations guidelines, use manuals and specifications for the implementation of mechanical installations (new or existing)
- Compile and present special reports when required
- Broad mechanical skills in maintenance of facilities
- Preparation of specifications, proposals and other tender documentation
- Liaise with construction contractors to ensure that existing mechanical installations and facilities is operating optimally and provide guidance on best practice and solutions

### QUALIFICATIONS & EXPERIENCE

- Engineering degree (B Eng/Bsc (Eng) in mechanical engineering or equivalent qualification)
- Compulsory registration with ECSA as a Professional Engineer.
- 8 years Post qualification working experience
- Drivers License code 08.

### SKILLS & KNOWLEDGE

- MS Office proficient
- Good understanding of scheduling programs such as MS Projects and Primavera
- Excellent knowledge of Mechanical engineering design programs and the application thereof
- Excellent knowledge of Maintenance and Operations methods and methodologies and the implementation thereof.
- Estimating and value engineering of construction services and works
- Project and contract management
- Budgeting / cost planning
- Strong programme management skills
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills

### BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: Quantity Surveyor

## PURPOSE OF THIS ROLE

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risk placed on the Development Bank of South Africa, and any clients. This role is responsible for predicting and monitoring all costs that relate to the infrastructure project, managing all costs and funds from the planning stage until the final stages when all actual costs are levied, seeking to minimise project cost and enhancing value for money, while keeping regulatory standards and quality, keeping abreast of local statutory building regulations and providing a professional Quantity Surveying service with a view to meet the needs of the Infrastructure Delivery Division and its clients. This role is also responsible to provide surveying inputs and guidance for the development of infrastructure strategies, policies systems, functional / technical norms and standards.

## KEY ACCOUNTABILITIES

### Strategic Functions

- Provide strategic design and advice from the outset of any project

### Operational Functions

- Continuous Quality Assurance
  - Estimate and monitor all costs that relate to the infrastructure project from the planning stage until the final stages when all actual costs are levied
  - Seek to minimise project cost and enhance cost efficiency, while keeping to regulatory standards and quality
  - Keep abreast of local statutory building regulations
  - Provide a professional quantity surveying service with a view to meet the needs of the Infrastructure Delivery Division
  - Vet Bills of Quantities and Variation orders as received before payment
  - Approve payments to contractors
  - Advise on standards, practices and governance relevant to contractual documentation
  - Prepare and conduct financial close-out and review project/programme close-out costs
- Continuous Improvement of Estimating Services, Cost Engineering and Quantity Surveying
  - Keep abreast of new developments and technologies in the field of quantity surveying
  - Research literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.
  - Liaise with external quantity surveying firms and the Association of South African Quantity Surveyors regarding documentation, benchmarking rates and alternative procedures to ensure improvements and cost saving
  - Contribute to Master Planning, Project Briefing documents, accommodation schedules and operational narratives.
  - Optimize standard guides, methods and techniques to evaluate the utilisation of available resources
  - Evaluate and identify new initiatives or enhanced/improved products for inclusion in programmes or projects
  - Ensure accuracy of deriving costs for project ancillaries, labour and material for each item or activity, especially for large volume, high value or high risk services and works
  - Advise contract custodians on bill of quantities and activity schedule composition for large volume, high value or high risk services and works
  - Formulate standards and improved bills of quantities and activity schedules for large volume, high value or high risk services and works

- Monitor execution and update of processes for site audits, where required, to verify quantities and claims for work executed
- Identify and manage all risks
- Assist Governance, Risk and Compliance Lead in conducting internal audits for assurance that standards and procedures are being applied
- Compile and presenting special reports when required.
- Compile and presenting cost reports in format and timeframes as required.
- Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project lists, the budgets and infrastructure Programme Management Plan.
- Leading and mentoring of Graduate or junior Quantity Surveyors

## QUALIFICATIONS & EXPERIENCE

- B degree / B tech degree in Quantity Surveying
- Professional registration with SACQSP
- More than 5 years' experience with engineering and construction contracts, preferably in the public sector
- Drivers' license code 08.

## SKILLS & KNOWLEDGE

- MS Office proficient
- Excellent knowledge, understanding and use of cost management tools such as WinQS.
- Good knowledge of scheduling tools such as MS Projects and Primavera and the application thereof
- Estimating and cost engineering of construction services and works
- Cost control across programmes
- Strong analytical skills
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Results driven – demonstrate high levels of commitment and dedication to achieving goals and objectives in a pressured work environment.
- Knowledge and understanding of Quantity Surveying Professions Act of 2000, National Building Standards Act of 1977 and Regulations, Construction Industry Development Board Act of 2000 and Regulations, Occupational Health and Safety Act of 1993.
- Understand how to apply the Provincial Infrastructure Delivery Management System (PIDP) and the IDM Toolkit.
- Understand how to prepare budgets, extract and interpret information from related information systems.
- Understand the service delivery platform, indicators and service plan and how that links with Infrastructure.
- Understand how to undertake a risk analysis and undertake a risk mitigation strategy.
- Understand how to interpret existing and develop new Functional- and Technical Norms and Standards.
- Ability to process and analyse new and complex information quickly and to prioritise issues for consideration.
- Ability to build strategic alliances with key players for business.

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.



# JOB PROFILE: ENGINEERING SPECIALIST (STRUCTURAL ENGINEER)

## PURPOSE OF THIS ROLE

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risk of the Development Bank of South Africa, and any clients. This role is responsible for the planning, design and supervision of the construction and engineering projects undertaken by the Development Bank of South Africa.

## KEY ACCOUNTABILITIES

### Strategic Function

- Provide strategic design and advice from the outset of any project from an Structural Engineering perspective.

### Operational Functions

- **Continuous Quality Assurance**
  - Oversee quality and accuracy of prototype and design drawings as provided by the client and professional service providers (service designs, plans and as-built drawings)
  - Research and advise on best practice delivery
  - Provide technical input into project implementation plans, standard contractual documentation (best practice, governance items)
  - Provide occupation/profession specific quality control during project execution
  - Seek to minimise project cost and enhance value for money, while keeping regulatory standards and quality
  - Keep abreast of, and advise on, local statutory regulations and manage incorporation of these regulations into relevant programmes
  - Project/programme schedule and cost control
- **Continuous Improvement of Cost, Structural Engineering, Design and Estimating Services**
  - Keep abreast of new developments and technologies in the field of structural engineering
  - Liaise with external engineering firms and associations regarding documentation, benchmarking rates and alternative procedures to ensure improvements and cost saving
  - Optimize standard guides, methods and techniques to evaluate the utilisation of available resources
  - Evaluate and identify new initiatives or enhanced/improved products
  - Identify and investigate problem areas to recommend possible solutions
  - Assist the Governance, Risk and Compliance Lead in conducting internal audits for assurance that standards and procedures are being applied
  - Compile and present special reports when required
  - Broad structural design skills
  - Apply engineering principles to devise and deliver new and innovative approaches in order to solve complex problems
  - Use computers and computer-aided design (CAD) technology for simulation purposes
  - Preparation of specifications, proposals and other tender documentation
  - Liaise with construction contractors to ensure that the newly erected buildings and civil works are structurally sound and safe

## QUALIFICATIONS & EXPERIENCE

- Engineering degree (B Eng/Bsc (Eng) or relevant qualification
- Compulsory registration with ECSA as a Professional Engineer.
- 10 years Post qualification working experience
- Drivers License code 08.

## SKILLS & KNOWLEDGE

- MS Office proficient
- Good understanding of scheduling programs such as MS Projects and Primavera
- Excellent knowledge of Structural engineering design programs and the application thereof
- Estimating and value engineering of construction services and works
- Project and contract management
- Budgeting / cost planning
- Strong programme management skills
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: TOWNPLANNER ENGINEER

## BACKGROUND

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risk of the Development Bank of South Africa, and any clients. This role is responsible to undertake or contribute to strategic planning and design of the construction and engineering projects undertaken by the Development Bank of South Africa.

## KEY ACCOUNTABILITIES

The Town Planner will be required to provide input and quality assurance to IDD projects and programmes as follows:

- Provide project management and coordination to the packaging of large-scale or complex strategic land development initiatives
- Provide project management services, co-ordination and specialist technical input to strategic urban planning initiatives, including development frameworks and forward planning
- Investigate strategic sites within the project areas to resolve issues that preclude the realization of planning objectives and development
- Advise and render support to staff from other branches within the Department on matters relating to this specialized field
- 

## QUALIFICATIONS & EXPERIENCE

- A 4-year undergraduate or Degree in Town Planning or City and Regional Planning; in exceptional circumstances, an alternative Built Environment degree with relevant experience will be accepted
- A Project Management qualification would be an advantage as well as experience in precinct planning
- 5 years' relevant experience in the built environment with an emphasis on multidisciplinary strategic planning projects and land use management
- Thorough knowledge of municipal processes, organisation and systems
- A valid Code 08 driver's licence
- Familiar with CIDB & FIPDM

## SKILLS & ABILITIES

**The incumbent should have demonstrated the following competencies:**

- MS Office proficient (including MS Project or similar)
- Strong interpersonal skills including mentoring, coaching, collaborating
- Strong analytical, planning, and organizational skills with an ability to manage competing demands.
- Strong knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence.
- Excellent oral and written communications skills and experience interacting with all stakeholders at all levels including the executive level.

## BEHAVIOURAL COMPETENCIES

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results

- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: ENIGEERING SPECIALIST (WASTE AND WATER TREATMENT)

## PURPOSE OF THIS ROLE

This position applies to Water Infrastructure Planner, reporting to the Manager Infrastructure Planning. The purpose of this role is to provide expertise and guidance about water and sanitation infrastructure planning and development of water and sanitation infrastructure for cities, towns, villages in both urban and rural areas, and to execute project management related to water and sanitation infrastructure development.

## KEY ACCOUNTABILITIES

### Strategic Functions

The key function of this position is to support and advise the IDD clients (internally and externally), IDD stakeholders and IDD Units (internally) in undertaking water and sanitation infrastructure planning and development to accommodate agricultural, domestic, mining, industrial, commercial and environmental requirements.

- Operational Functions Planning of Water and Sanitation Infrastructure Projects
- Oversee development of water and sanitation master plans and regional bulk master plans
- Oversee development of water services development plans
- Oversee development of feasibility studies, technical reports and designs of water and sanitation infrastructure
- Assist in development of innovative solutions for water and sanitation treatment processes and usage
  - System Models, yield analysis and planning. Development of systems
  - Optimisation of borehole infrastructure (pumping systems, storage and pipeline network) and appropriate technologies
  - Water quality monitoring and treatment technologies
  - Treatment technologies and infrastructure
  - Optimisation of hydrological monitoring networks
  - Coagulants locally produced
  - Local Deionisation processes promotion
  - Optimisation and evaluation of appropriate treatment technologies
  - Smart networks, water balance, WDM strategy and implementation
  - Network analysis and optimisation
  - Zoning distribution networks and maintenance of pressure systems
  - Billing software
  - Assessment and Optimisation of treatment processes using simulation models and trouble-shooting
  - Assessment and optimization of ponds
  - Energy production from biogas, beneficial use of stabilized sludges from anaerobic digestion process

- Assessment and optimization of wastewater treatment facilities. Feasibility for effluent reuse.
- Sewer modeling, network analysis and planning
- Assist in Updating Water and Sanitation Technical Guidelines
- Facilitate reviewing of technical reports guidelines and sanitation guidelines
- Facilitate in reviewing wcdm measures to be implemented by small and large municipalities
- Facilitate in updating of water and sanitation costing guidelines

- **Assist in project management of water and sanitation infrastructure projects**

- Project coordination and team management
- oversee the construction project from start to finish
- serve as a key link with the Programme Manager and client's representative and review the deliverable prepared by the team before passing onto the client
- co-ordinate the efforts of all parties involved in the project, including professional service providers (consultants), contractors, sub-contractors and labour
- develop team spirit and ensure that staff involved in the project are committed to the same goal
- identify and negotiate assignment of resources
- implement the project office framework with objectives and goals of the team members and assign individual responsibilities

- **Project control on cost, time and quality**

- ensure that control measures for cost, time and quality are in place
- conduct regular status meetings with the principal agent teams
- conduct periodic inspection visits to project construction site(s)
- ensure that construction activities follow the predetermined schedule and critically monitor project milestones
- oversee project accounting including budget management, approval of progress payments, tracking of team expenses and minimising the exposure to risk
- ensure invoices/claims submitted by contractors and/or professional service providers are timely checked, verified and forwarded to the Programme Manager
- maintain strict adherence to the budgetary guidelines as well as project management, quality and safety standards
- •Project planning
- devise project work plans and make revisions as and when need arises
- confirm project activities are scheduled
- cost all activities
- confirm milestones with stakeholders and customers
- •Project communication and reporting
- ensure an effective communication system is in place to provide timely feedback for management, client and customer
- issue site meeting minutes and action plans

- compile weekly project reports for stakeholders
- compile monthly progress reports
- conduct project close out reviews
- •Project contract management
- ensure contracts are managed in a way that is fair to all parties
- monitor performance by identifying and resolving areas of concern
- actively measure progress against the contract's performance
- ensure adherence to the contract conditions and timelines
- issue contract instructions in accordance with the conditions of the contract (in consultation with the Legal Expert)

- **Project commissioning**

- confirm the commissioning and transfer of new assets
- confirm the availability of all site handing over documentation
- ensure submission of as built drawings and user specifications where applicable
- ensure commissioning, hand over and sign-off by client
- •Programme health, safety and environmental quality
- ensure the implementation of Occupational Health and Safety (OHS) Act and any recommendations from audits carried out within the project environment
- assure compliance to the project Environmental Approval (EA) conditions develop a culture of safety and health within the project environment by promoting the aims and benefits of proactive safety and health interventions
- conduct effective control, management and follow up of incidents
- advise and evaluate contractors on compliance to the approved safety

## QUALIFICATIONS & EXPERIENCE

- The minimum qualification requirement is a Degree in Civil Engineering or equivalent
- Registration with SAICE
- Further training in project/ programme management considered an advantage
- 10-15 years of experience in a similar job function at a programme level as well as the skills to manage teams of professionals

## SKILLS & KNOWLEDGE

- MS Office proficient.
- Water Resources management and water distribution programmes proficient
- Programme, Project and contract management
- Budgeting / cost planning
- In depth understanding of the PMBOK knowledge areas
- Knowledge of relevant strategic municipal planning (IDP) planning legislation, policies and procedures
- Understanding of government priorities, systems and processes at international, national and provincial level

- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills
- Knowledge of procurement processes and evaluation of tenders
- Knowledge of Automated Information systems (e.g. Geographical Information Systems)
- Knowledge and experience in monitoring and evaluating models in order to measure progress, achievement of development results and milestones.

## BEHAVIOURAL COMPETENCIES

The incumbent is required to have the following behavioural competencies:

**HIGH PERFORMANCE** (accountability, efficiency, bias to action, can-do attitude, people development, recognition)

- Demonstrates accountability and ownership of own duties
- Displays collaboration on team deliverables
- Aspires to excellence through quality and timeous delivery
- Demonstrates flexibility and adaptation to different situations to get the job done

**SHARED VISION** (purpose, sustainable, long-term perspective, alignment, mandate, financial sustainability)

- Provides solutions that demonstrates understanding of the Bank's mandate and strategy
- Displays a sense of purpose and conveys confidence in own abilities
- Easily explains and demonstrates how one's work contributes to the DBSA vision and mission
- Acts in ways that contributes towards the financial viability and sustainability of the unit/division

**INTEGRITY** (ethics, leading by example, respect)

- Demonstrates honesty and openness in dealings with others.
- Aspires to live the DBSA values in all engagements
- Is courteous in all interactions with internal and external stakeholders

**INNOVATION** (Continuous Improvement, collaboration)

- Generates new ideas and seeks ways to overcome obstacles and barriers
- Positively suggests ways to improve quality and efficiency of work
- Identifies and acts on opportunities
- Willingly shares information for effective operation of the team

**SERVICE DELIVERY** (internal & external, stakeholder relations, customer centric, stakeholder management)

- Demonstrates an understanding of client needs
- Delivers timeously on commitments
- Acts as a trusted advisor
- Recognises co-workers as customers and responds to them accordingly



# JOB PROFILE: PROJECT ACCOUNTANT

## PURPOSE OF THIS ROLE

This position applies to all projects. The purpose of this position is for financial specialist who review project budgets, report to accounting supervisors, provide pre-billing information for projects managers to review and approve, and to provide a payment process for contractor/PSP invoices to be processed.

## KEY ACCOUNTABILITIES

### Operational Functions

- Assist project team in determining the management fee and profitability (including the treatment of subsistence and travel disbursements)
- Prepare the management fee calculation depending on nature of project (time based or Cost of Works) and submit to finance for invoice processing. Follow up whether billing has been performed.
- Provide programme leads and Business Performance Lead with financial information that can be used as the basis to make informed decisions and that will better equip them in their management and control functions
- Review allocations to identify the cost centre (including to various programmes if project accounting is set up on SAP) and inform finance of any adjustments required
- Respond timely to queries for financial information
- Interpret and communicate financial data to non-financial managers
- Produce ad-hoc reports as directed and needed to support informed decision making

### Financial Management Functions

- Support programme manager during project/programme budget preparation
- Create and approve project account codes and cost structures on project management system
- Upload approved budget on the system
- Review and approve disbursement requests on the project management system (approval of purchase orders) to ensure correct allocations
- Review payment requests (including travel) before submission to finance for payment
- Manage open commitments by reviewing outstanding purchase orders and follow up on outstanding purchase orders
- Prepare project cost reports, financial reports, variance analysis and commentary for project/programme reporting
- Review cost allocation to project/programmes on programme management system, follow up on possible omissions or incorrect allocations and process adjustments
- Manage liquidity by identifying when project/programme cash flow is insufficient and request additional funds
- Monitor and track programme and/or project budget spending
- Manage project/programme financial close-out
- Ensure effective project accounting processes and systems
- Authorise the transfer of expenses into and out of project related accounts

## QUALIFICATIONS & EXPERIENCE

- A Bachelor's Degree or National Diploma in Accounting or relevant qualification
- Intermediate level of proficiency in MS Excel and other MS Office programs
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) would be advantageous
- Familiar with CIDB & FIPDM
- 4 years or more post qualification working experience
- Driver's License code 08.

## SKILLS & KNOWLEDGE

- MS Office proficient
- Understanding of government priorities, systems and processes
- Strong portfolio and programme management knowledge
- Strong commercial expertise and business acumen
- Skills to function within a team, strong interpersonal skills
- Understanding of stakeholder and brand management
- Strong verbal and written communication skills, presentation skills and skills to express concepts in business terms

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

**The incumbent is required to have the following behavioural competencies:**

**HIGH PERFORMANCE** (accountability, efficiency, bias to action, can-do attitude, people development, recognition)

- Demonstrates accountability and ownership of own duties
- Displays collaboration on team deliverables
- Aspires to excellence through quality and timeous delivery
- Demonstrates flexibility and adaptation to different situations to get the job done

**SHARED VISION** (purpose, sustainable, long-term perspective, alignment, mandate, financial sustainability)

- Provides solutions that demonstrates understanding of the Bank's mandate and strategy
- Displays a sense of purpose and conveys confidence in own abilities
- Easily explains and demonstrates how one's work contributes to the DBSA vision and mission
- Acts in ways that contributes towards the financial viability and sustainability of the unit/division

**INTEGRITY** (ethics, leading by example, respect)

- Demonstrates honesty and openness in dealings with others.
- Aspires to live the DBSA values in all engagements
- Is courteous in all interactions with internal and external stakeholders

**INNOVATION** (Continuous Improvement, collaboration)

- Generates new ideas and seeks ways to overcome obstacles and barriers
- Positively suggests ways to improve quality and efficiency of work
- Identifies and acts on opportunities
- Willingly shares information for effective operation of the team

**SERVICE DELIVERY** (internal & external, stakeholder relations, customer centric, stakeholder management)

- Demonstrates an understanding of client needs
- Delivers timeously on commitments
- Acts as a trusted advisor

- Recognises co-workers as customers and responds to them accordingly
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: RECORDS MANAGER

## PURPOSE OF THIS ROLE

This position applies to all projects. Records Manager will provide access to accurate records for a range of operational and strategic purposes and will ensure that legal obligations for the creation and retention of records are met. This includes controlling the number of records created and stored, and identifying which records are to be preserved for historical and research purposes and which should be destroyed

## KEY ACCOUNTABILITIES

### Functions

- Oversee the management of electronic and/or paper-based information and documentation
- Identify the most appropriate records management resources
- Design and develop filing systems, business classification schemes and undertake records surveys
- Set up and review documenting records systems
- Establish retention and disposal schedules
- Advise on new records management policies, providing a framework to guide your project team in the management of their records and use of the document records system standardise information sources throughout an organisation or group of organisations
- Manage the changeover from paper to electronic records management systems
- Respond to information enquiries, giving appropriate access to information
- Ensure compliance with relevant legislation and regulations
- Advise on complex legal and regulatory issues, often involving judgements in areas such as the Freedom of Information and Data Protection Acts, General Data Protection Regulation (GDPR) and other national or regional legislation
- Preserve corporate memory and heritage
- Manage budgets and resources
- Train and supervise records staff.

## QUALIFICATIONS & EXPERIENCE

- National Diploma in Administrative/ Management related field or equivalent
- 3 years or more post qualification working experience
- Driver's License code 08.

## SKILLS & KNOWLEDGE

- Strong communication skills to deal with senior colleagues, suppliers and contractors
- Negotiation skills to follow agreed record storing guidelines
- Problem-solving and analytical skills to develop an understanding of how your organisation works and build integrated records systems
- Good project management and organisational skills
- A good grasp of new technology and adapting to new IT packages and systems
- An awareness of information management principles and familiarity with information systems and archives
- Attention to detail
- Flexibility to get involved in all aspects of information provision

## BEHAVIOURAL COMPETENCIES

- **Communication and Listening:** Communication and listening involves effective, clear communication in complex situations or in front of large, mixed audiences. Effective communication requires the skills to present proposals, suggestions and solutions in a convincing way. It is about capturing the interest of stakeholders, influencing their opinions, and cultivating strong stakeholder relationships. Effective communication also includes knowledge sharing and knowledge management.
- **Teamwork:** Teamwork is about knowing how to work with others by integrating energies to achieve a common goal. Teamwork includes promoting productive, collaborative relationships between individuals and/or groups. Teamwork requires individuals to remain authentic and accountable to the group.
- **Goal Orientation:** Goal orientation is about directing one's activities and those of other people in the team, to achieve shared objectives, providing a level of commitment proportional to the importance of the project. Goal orientation requires setting goals that are higher and more challenging than expectations, and remaining results driven and achievement-orientated to optimise the business value chain.
- **Planning and Organisation:** Planning and organisation includes planning, implementing and monitoring projects and programs to ensure that deadlines are met. It includes identifying and, if necessary, redefining short, medium and long term priorities and allocating the financial, technical and human resources appropriately. This requires flexibility and agility, as well as a good perspective. Planning and organisation requires financial and budget management skills, and governance and risk management skills.
- **Problem Solving:** Problem solving involves analysing causes of problematic situations and taking effective decisions - even in the absence of sufficient time and information - based on a brief summary of information, intuition, experience or skills. Problem solving requires conceptual and logical thinking, sound judgment and innovation.

# JOB PROFILE: SENIOR ADVISOR SHEQ SPECIALIST

## PURPOSE OF THIS ROLE

The purpose of this role is to provide Professional advice to Business on all aspects concerning Safety, Health, Environmental and Quality through effective implementation and maintenance of relevant SHEQ strategies and processes to ensure all responsibilities associated with Safety, Health, Environmental and Quality within construction sites are adhered to from Stage 1 to Stage 6. The position will involve travelling to different construction sites within different regions ensuring compliance from appointed Professional Services Providers and Principal Contractors according to legislation requirement.

## KEY ACCOUNTABILITIES

### Operational Functions

- Strengthen and build the SHEQ expertise and knowledge of Service Management through mentoring, coaching, provision of information, support, advice and training;
- Compilation of site specific Health and Safety Specifications and Baseline Risk Assessments per project for Tender phase;
- Preparation of Legal appointments and written agreements for appointed Principal Contractors for appointed project sites;
- Ensure compliance with Occupational Health and Safety Act, other relevant Acts and Regulations within the Infrastructure Delivery Unit;
- Prepare audit reports and Non-Conformances relating to SHEQ non-compliance on Construction sites;
- Maintain accurate records relating all aspects of SHEQ advice and support provided to Service Management, supervisors and staff;
- Identify emerging risks on all construction projects and formulate optimum risk control strategies with project teams;
- Implementation of relevant SHEQ strategies, processes, manuals and policies;
- Maintaining of SHEQ records in accordance with the Document Management System;
- Compilation of Monthly SHEQ report for all allocated programmes;
- Consolidation of Quarterly SHEQ report to DBSA Exco and SEC Board Committee.

### Project Management

- Participate in and contribute in the planning, development, implementation and review of Construction projects;
- Ensure compliance to all Construction projects outlined in the OHS Act, Act 85 of 1993 and regulations, SHEQ policy and processes;
- Collaborate with engineers and program managers to institute control and remedial measures for hazardous and potentially hazardous conditions or equipment on construction sites;
- Inspect and evaluate workplace environments, equipment, and practices, in order to ensure compliance with relevant Acts, regulations and safety standards.

### Compliance and Reporting Obligations

- Undertake Monthly/Quarterly audits and monitor the completion of SHEQ action plans.

### Leadership

- Coach and mentor key stakeholders to influence change and encourage learning;
- Participate in the performance management process;
- Encourage behaviours that promote Safety, Health, Environmental and Quality responsibility, accountability and awareness;
- Encourage and support staff to report hazards and incidents so that SHEQ risks can be managed;
- Work with key stakeholders to promote an environment that adheres to the organisation's SHEQ policy.

### **SHEQ Management System**

- Participate in implementation and maintaining of ISO 45001 (OHSAS 18001) system.

### **Quality Management**

- Promote a culture within the team of best practice in service delivery that is in line with the philosophy of the standards;
- Promote the philosophy of the quality standards and rights of people we support to the community and relevant stakeholders when appropriate;
- Ensure necessary documentation is completed as required and according to the developed organisational processes;
- Ensure people we support and/or their advocate understand their right and ability to participate in the overall quality improvement of service delivery.

### **Financial Management Functions**

- SHEQ Budget implementation.

### **Key Measures**

- Compliance with Occupational Health and Safety Act, Act 85 of 1993 and all relevant Regulations, Standards, Policies and Processes;
- Promotion of culture of Safety, Health, Environmental and Quality Compliance;
- Implemented Risk Management Principles on all Programmes;
- Timeously reporting SHEQ risks, Incidents, Non-compliances to Appointed 16.2

## **QUALIFICATIONS & EXPERIENCE**

- National Diploma in Built Environment (Electrical, Mechanical and Civil) and Safety Management
- 6 years of experience in H&S environment.
- Proven record of accomplishment in managing high performance professional teams.

## **SKILLS & KNOWLEDGE**

- Construction site experience in managing Safety, Health, Environmental and Quality.
- Excellent skills in managing time, setting priorities, planning, communicating and organizing.
- In-depth experience of working in Infrastructure Delivery related fields.
- Qualifications and extensive experience in SHEQ within a large multidisciplinary Organisation.
- Demonstrated understanding of and expertise in applying the SHEQ legislative framework within a human services environment.
- Specific expertise in developing, implementing and auditing SHEQ management systems.
- Capacity to clarify needs of others and work with them to develop and implement cost effective and practical solutions.
- Strong influencing, negotiation and issue resolution skills.

## **BEHAVIOURAL COMPETENCIES**

### **TECHNICAL COMPETENCIES**

- **Communication and Listening:** Communication and listening involves effective, clear communication in complex situations or in front of large, mixed audiences. Effective communication requires the skills to present proposals, suggestions and solutions in a convincing way. It is about capturing the interest of stakeholders, influencing their opinions, and cultivating strong stakeholder relationships. Effective communication also includes knowledge sharing and knowledge management.
- **Teamwork:** Teamwork is about knowing how to work with others by integrating energies to achieve a common goal. Teamwork includes promoting productive, collaborative relationships between individuals and/or groups. Teamwork requires individuals to remain authentic and accountable to the group.

- **Goal Orientation:** Goal orientation is about directing one's activities and those of other people in the team, to achieve shared objectives, providing a level of commitment proportional to the importance of the project. Goal orientation requires setting goals that are higher and more challenging than expectations, and remaining results driven and achievement-orientated to optimise the business value chain.
- **Planning and Organisation:** Planning and organisation includes planning, implementing and monitoring projects and programs to ensure that deadlines are met. It includes identifying and, if necessary, redefining short, medium and long term priorities and allocating the financial, technical and human resources appropriately. This requires flexibility and agility, as well as a good perspective. Planning and organisation requires financial and budget management skills, and governance and risk management skills.
- **Problem Solving:** Problem solving involves analysing causes of problematic situations and taking effective decisions - even in the absence of sufficient time and information - based on a brief summary of information, intuition, experience or skills. Problem solving requires conceptual and logical thinking, sound judgment and innovation.



# JOB PROFILE: CLINICAL PLANNING SPECIALIST

## PURPOSE OF THIS ROLE

The purpose of the role contributes to clinical planning of health facilities projects being implemented by Development Bank of Southern Africa and its clients.

## KEY ACCOUNTABILITIES

### Programme Management Functions

- Locate, analyse and present relevant information (research and data) for use in clinical service planning and strategy development
- Conduct strategic analysis of internal and external data sources to inform the clinical services strategic direction
- Consistently scan the literature and available sources to ensure up to date knowledge of the latest evidence that drives new models of care and clinical service developments as relevant to Client
- Analyse and apply socio-demographic, financial and clinical service trends as relevant to clinical services and facility planning
- Provide planning support in relation to service and facility planning and implementation activities.
- Ensure appropriate standards in developing and documenting clinical service and strategic planning processes are achieved by assisting and consulting with Client
- Clinical Disciplines; Clinical Programs; University and Hospital stakeholders and external clinical partners as relevant.
- Consult and liaise with internal and external stakeholders (including consumers) to contribute to clinical service plans that support MQ Health in service delivery.
- Prepare reports and briefs as directed on issues.
- Develop models of projected clinical service utilisation for services.
- Under the direction of the Director of Client Strategy, develop and implement project plans to achieve the successful delivery of clinical service and strategic plans.
- Collect, analyze, interpret, summarize and present qualitative data.
- Comprehend and analyze complex policies and procedures.
- Utilize computer applications to perform data analysis, word processing, publishing, graphics production and reports.
- Organize and write technical reports and forms as directed and in accordance with established policies.
- Ensure project completion; present and explain reports and findings to various groups.
- Utilize a combination of electronic clinical records and paper records to perform duties.
- Maintain work operations and quality by following standards, policies and procedures; escalate issues to Project manager

## QUALIFICATIONS & EXPERIENCE

- The minimum qualification requirement is a National Diploma in Clinical Engineering or equivalent qualification
- Experience in the Public Sector Health Systems
- Experience in analysing and presenting healthcare or other data in a format that appeals to the target audience
- 5 years' experience in a similar job function at a project or programme level.
- Familiar with CIDB and FIPDM

## SKILLS & KNOWLEDGE

- MS Office proficient (including MS Project or similar)
- Highly motivated with an ability to work independently and as part of a team.
- Strong interpersonal skills including mentoring, coaching, collaborating
- Strong analytical, planning, and organizational skills with an ability to manage competing demands.
- Strong knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence.
- Excellent oral and written communications skills and experience interacting with all stakeholders at all levels including the executive level.
- Creative approach to problem solving with the ability to focus on details while maintaining the “big picture” view.
- Good understanding of government clinical delivery practices.
- Building and sustaining relationships
- Ability to transfer skills
- Leading and contributing to team success

## BEHAVIOURAL COMPETENCIES

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and ‘triggers’ and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: HEALTH PLANNING SPECIALIST

## PURPOSE OF THIS ROLE

The purpose of the role is to facilitate the planning, resourcing, delivery and maintenance of the physical environment conducive to quality health care services. To enhance the planning and prioritization of health infrastructure. Assist in determine the quantum and location of new capital investments as well as optimizing maintenance expenditure investments. Undertake macro level and forward planning and systems for infrastructure interventions in the public health sector

## KEY ACCOUNTABILITIES

### Strategic Functions

- Aid the planning, execution, monitoring and control and closure of the projects
- Aid with the expediting measures to prevent programme delays by actively engaging and managing project managers

### Programme Management Functions

- To enhance the planning and prioritization of health infrastructure through aligning long-term burden of disease trends to provincial health service transformation plans which will in turn help determine the nature, type/level and location of health facilities and supporting infrastructure required to optimise health outcomes.
- To help determine the quantum and location of new capital investments as well as optimizing maintenance expenditure investments, considering different institutional capabilities, geographical areas and socio-economic conditions.
- To identify and utilise best practice innovative funding, spatial investment and cost models to maximise the affordability of the proposed health infrastructure plan.
- To utilize the Health Infrastructure Plan to concretize the vision, mission and strategic objectives as well as short and medium-term goals of the Health Infrastructure Unit, to support the development of operational plans.
- Review and Updating of Health Facility Needs Analysis towards preparation of the operational and systems automation narrative;
- Preparation of the Functional Systems Brief, flow diagram and assist with the technical and design brief documentation;
- Monitor that design assumptions are valid, the design is being correctly interpreted and the work is being executed in accordance with the briefs and designs, statutory regulations and good practice;
- Ensure compliance with the gazetted guideline documents;
- Facilitate appropriate staff training planning and implementation;
- Provide clinical input as and when required to teams.
- Manage a close interface between planning and implementation of the infrastructure plan.
- Contribute to budgets and procurement documentation.
- Provide input to the planning and design process to ensure the integration of building and engineering systems
- Life cycle costing
- Any other responsibilities that might arise and aligned with the job profile

## QUALIFICATIONS & EXPERIENCE

- The minimum qualification requirement is a degree or equivalent in Public Health
- Experience in the Public Sector Health Systems
- Experience in Health Sector Reform, Human Resource of Health, Budgeting, Healthcare information Technology (HIT), and management
- 8 years' experience in a similar job function at a project or programme level.
- Familiar with CIDB and FIPDM

## SKILLS & KNOWLEDGE

- MS Office proficient (including MS Project or similar)
- Good interpersonal skills including mentoring, coaching, collaborating
- Analytical, planning, and organizational skills with an ability to manage competing demands.
- Good oral and written communications skills and experience interacting with all stakeholders at all levels.
- Good understanding of government health delivery practices.
- Building and sustaining relationships
- Ability to transfer skills
- Contributing to team success

## BEHAVIOURAL COMPETENCIES

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: HEALTH TECHNOLOGY SPECIALIST

## PURPOSE OF THIS ROLE

The purpose of the role is management of Medical equipment technology and all associated facets related to health facilities and projects being implemented by Development Bank of Southern Africa

## KEY ACCOUNTABILITIES

### Strategic Functions

- Aid the planning, execution, monitoring and control and closure of the projects
- Aid with the expediting measures to prevent programme delays by actively engaging and managing project managers

### Programme Management Functions

- **Medical Equipment Asset Management and Maintenance**
  - Establish and maintain an accurate asset management system as per Client protocols.
  - Generate and manage multi-year medical equipment replacement plans.
  - Manage / Develop / Implement governance frameworks for first line repairs, modifications and installations on equipment, utilising necessary test equipment, in accordance with the standards and recommendations of original equipment manufacturers (OEM) and/or governing agencies.
  - Control and management of maintenance conducted by suppliers and acceptance thereof
  - Perform preventive maintenance inspections of equipment in line with Client and OEM protocols
  - Obtain and perform pre-acceptance inspections according to Client standards on new, demo and loan equipment
  - Drive and manage the equipment commissioning process for new equipment as per Client protocols
- **Acquisition of Medical Equipment**
  - Drive the selection and acquisition of medical equipment technology that is fit for purpose and application, and up-to-date with current developments and best practices in the healthcare field
  - Consult with Physicians, Nurses and peers in the field, to evaluate equipment and determine the correct specifications and standards of the required equipment as per the Client protocols
  - Communicate and negotiate with vendors to purchase the most cost effective equipment at the highest quality as per Client and Procurement protocols
  - Be actively involved with the Capex system, understand and manage lease and rental agreements as applied to the hospital
  - Support for 'Supply chain management' of medical equipment for all growth/new projects as per Client protocols
  -
- **Administration and Management**
  - Monitor and report on equipment failure trends and life cycle costs
  - Monitor Equipment SLAs at project / programme level and ensure outputs are met
  - Implementation of all policies and procedures as per Client protocols
  - Support process for budgeting of medical equipment needs
  - Support process for control of operational budgets
  - Participate in multi-disciplinary committees / forums to engage on a regular basis with key stake holders, discuss relevant Clinical engineering outputs, trends identified and follow a collaborative approach to problem solving
- **Training**
  - Support / Undertake operators training and monitor competency compliance by arranging training with vendors for end-users.
  - Keep abreast with latest developments as well as recommendations from the OEM.
  - Support National strategic initiatives and contribute to growth
  - Participate in Clinical Engineering forums and Projects as determined by Client

- Evaluate National projects implemented as per Client protocols

### QUALIFICATIONS & EXPERIENCE

- The minimum qualification requirement is a National Diploma in Clinical/Biomedical Engineering or equivalent qualification
- Experience in the Public Sector Health Systems
- Experience in Health Facility, Healthcare, Health Technology and other related equipment costing experience at project and program levels
- 5 years' experience in a similar job function at a project or programme level.
- Familiar with CIDB and FIPDM

### SKILLS & KNOWLEDGE

- MS Office proficient (including MS Project or similar)
- Highly motivated with an ability to work independently and as part of a team.
- Strong interpersonal skills including mentoring, coaching, collaborating
- Strong analytical, planning, and organizational skills with an ability to manage competing demands.
- Strong knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence.
- Excellent oral and written communications skills and experience interacting with all stakeholders at all levels including the executive level.
- Creative approach to problem solving with the ability to focus on details while maintaining the “big picture” view.
- Good understanding of government health delivery practices.
- Building and sustaining relationships
- Ability to transfer skills
- Leading and contributing to team success

### BEHAVIOURAL COMPETENCIES

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and ‘triggers’ and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: DATA TECHNICIAN

## PURPOSE OF THIS ROLE

The purpose of the role is to provide administrative support to the PMO office regarding PMIS system information management. This includes reporting, liaising with all management levels to provide summarized information on internal and external projects being managed through the PMO.

## KEY ACCOUNTABILITIES

### Strategic Functions

- Aid the planning, execution, monitoring and control and closure of the projects
- Aid with the expediting measures to prevent programme delays by actively engaging and managing project managers

### Programme Management Functions

- General data capture, verification; analysis and reporting
- Ensure that all project related documentation is captured and approved
- Develop dashboard reports and advanced filters to provide leadership with meaningful operational/performance metrics and status reports.
- Create/maintain PMIS projects
- Ensure that new user to PMIS are registered.
- Provide user management training, and support for PMIS to project teams
- Manage all complaints and resolve all issues on PMIS system for overall projects
- Develop and prepare reports for all projects
- Analyze work of project team and recommend processes to for continuous enhancements
- Perform monthly audit on all quality control functions on all projects on the PMIS system.
- Manage and organize all incoming data
- Ensure timely resolutions of all project queries

## QUALIFICATIONS & EXPERIENCE

- The minimum qualification requirement is a project management certificate or equivalent (experience in field)
- Require strong leadership skills to coordinate and assist project teams
- Data capture, analysis and reporting
- 3 years' experience in a similar job function at a project or programme level.

## SKILLS & KNOWLEDGE

- MS Office proficient. (Excel included)
- Understanding of MS Projects and the application thereof
- Understanding of PMIS System (Unifier)
- Programme, project and contract management
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills

## BEHAVIOURAL COMPETENCIES

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.



# JOB PROFILE: GIS SPECIALIST

## PURPOSE OF THIS ROLE

The purpose of this role is to perform various tasks in support of GIS Services including data capturing, manipulation, analysis and publishing via web-based mapping applications.

## KEY ACCOUNTABILITIES

### Functions

- Perform regular spatial data updates and publishing on the web
- Ensure publishing of accurate, relevant and up-to-date third-party datasets in support of online GIS services
- Develop and maintain an accurate inventory of spatial data managed and owned by Shared Property Services
- Ensure the integrity of spatial data
- Perform spatial data cleaning and verification
- Answer queries on land and spatial data
- Perform regular reconciliation checks between the property and spatial data inventories
- Provide space planning support in AutoCAD to Transnet Property and its clients
- Develop and supply plans/maps for Transnet, its Operating Divisions and other support businesses
- Execute spatial data analysis to support organisational decision-making
- Provide technical support in the execution of spatial projects.

## QUALIFICATIONS & EXPERIENCE

- The minimum qualification is a 3-year degree or equivalent in Cartography, Geography, Surveying and GIS
- At least 3 years' experience in GIS and CAD applications with a strong ability in data capturing, manipulation and analysis
- Registration with the South African Council for Professional and Technical Surveyors (PLATO) will be an advantage

## SKILLS & KNOWLEDGE

- Sound knowledge of GIS application and spatial data analysis
- Sound knowledge of mapping techniques
- Fundamental knowledge and skill in the operation of GIS equipment
- Image processing knowledge, particularly with regard to aerial photography
- Knowledge of space planning and design techniques
- Use of GIS and CAD software, including AutoCAD, AutoCAD Map, ArcGIS suite of products and Erdas Imagine
- Working knowledge of Oracle/SQL/SDE database technology will be an added advantage
- Good communication, report-writing and presentation skills
- Analytical and problem-solving skills
- Results and customer focused
- Literacy in Microsoft Windows-based programs
- Demonstrated expertise/enthusiasm.

## BEHAVIOURAL COMPETENCIES

- **Communication and Listening:** Communication and listening involves effective, clear communication in complex situations or in front of large, mixed audiences. Effective communication requires the skills to present proposals, suggestions and solutions in a convincing way. It is about capturing the interest of stakeholders, influencing their opinions, and cultivating strong stakeholder relationships. Effective communication also includes knowledge sharing and knowledge management.
- **Teamwork:** Teamwork is about knowing how to work with others by integrating energies to achieve a common goal. Teamwork includes promoting productive, collaborative relationships between individuals and/or groups. Teamwork requires individuals to remain authentic and accountable to the group.
- **Goal Orientation:** Goal orientation is about directing one's activities and those of other people in the team, to achieve shared objectives, providing a level of commitment proportional to the importance of the project. Goal orientation requires setting goals that are higher and more challenging than expectations, and remaining results driven and achievement-orientated to optimise the business value chain.
- **Planning and Organisation:** Planning and organisation includes planning, implementing and monitoring projects and programs to ensure that deadlines are met. It includes identifying and, if necessary, redefining short, medium and long term priorities and allocating the financial, technical and human resources appropriately. This requires flexibility and agility, as well as a good perspective. Planning and organisation requires financial and budget management skills, and governance and risk management skills.
- **Problem Solving:** Problem solving involves analysing causes of problematic situations and taking effective decisions - even in the absence of sufficient time and information - based on a brief summary of information, intuition, experience or skills. Problem solving requires conceptual and logical thinking, sound judgment and innovation.

# JOB PROFILE: ICT SUPPORT TECHNICIAN

## PURPOSE OF THIS ROLE

The Information Technology Support Technician plays a vital role in supporting the organisation. They work closely with Staff on a daily basis helping to manage access to various learning and content management systems. The Technology Support Technician is a key member of the team ensuring that our extensive individualized learning program runs smoothly, this includes the management of large numbers of users.

## KEY ACCOUNTABILITIES

### Operational Functions

- Execute duties, end user desktop and printer support in accordance with ITIL/COBIT guidelines
- Provide after-hours support for activities in and out of school grounds
- Log calls with external providers where and when necessary
- Performs troubleshooting and minor repairs to PCs
- Computer assembly
- Provide technical support to the Fine Arts Centre when necessary which includes but not limited to sound mixer, stage lighting, projectors, media switchers, etc.
- Relocation of technology equipment where and when necessary including but not limited to PA systems, etc.
- Create and manage accounts on Active Directory
- Effectively manage support calls by providing continual feedback, timeous resolution and follow-up calls after closure
- Perform periodic preventative maintenance identified by the Technology Manager
- Make recommendations to the Technology Manager for improving processes
- Other tasks as identified by the Technology Manager

## QUALIFICATIONS & EXPERIENCE

- Diploma in IT or equivalent qualification
- 3 years Post qualification working experience
- Drivers License code 08.

## SKILLS & KNOWLEDGE

- Minimum of three years in an IT support/technician role
- Experience with Microsoft Windows, Microsoft Exchange, Active Directory is an advantage
- Hardware and software troubleshooting prowess. Ability to critically analyze a symptom, diagnose a fault, plan and take appropriate action on equipment including PCs, printers, multifunction copiers, sound boards, lighting equipment and networking etc.
- Knowledge of hardware components and hardware troubleshooting procedures
- Knowledge of Microsoft desktop operating systems and desktop software
- Microsoft Active Directory skills including creating, deleting and modifying user accounts, setting up e-mail, home and directories
- Networking knowledge including being familiar with the TCP/IP v4 and v6 protocol, DHCP, DNS, SNMP, SMTP, FTP, HTTP, HTTPS, ICMP as well as the ability to crimp CAT5e and install wall boxes
- Ability to effectively operate theatre equipment such as sound boards, lighting equipment and public address systems
- Ability to seek solutions to problems using one's own resources
- Excellent verbal and written communication.

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: SENIOR ADVISOR IT SYSTEMS

## PURPOSE OF THIS ROLE

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risk of the Development Bank of South Africa, and any clients. This role is responsible to working closely with the Director of Technology and the IT department

## KEY ACCOUNTABILITIES

### Strategic Function

- Provide strategic design and advice from the outset of any project from an Information Technology perspective.
- Provide strategic design advise and input into best maintenance and operations practices and perspective

### Operational Functions

- Ensure effective results-based management of information technology database systems;
- Selection and employ Knowledge Base System (KBS) to store various decision/advice made during program implementation.
- Develop workplan with IT Advisor and other stakeholders in terms of IT services
- Supervising IT Advisors on going database maintenance and plan upgrade existing databases as appropriate
- Work with external consultant to formulate Management Information System (MIS) to combine all collected data and expose it through a common M&E interface for Management and Project Managers to get an overview on the achievement from various investment fund.
- Work with various project officers, managers and other stakeholders to get common understanding their project objective and apply new MOU/Guideline into the system.
- Collaborate with other advisors and stakeholders to work on database development plan.
- Supervise IT Advisor who maintains database with Finance and Contract Administration Unit to ensure consistency in budgeting vs output/activity planning.

## QUALIFICATIONS & EXPERIENCE

- Diploma in IT or Informatics or equivalent qualification
- 5 years Post qualification working experience
- Drivers License code 08.

## SKILLS & KNOWLEDGE

- At least having more than 3 years experience in web development with various technology such as HTML, CSS, JavaScript and minimum 2 years experience writing software using Microsoft .NET Framework technology Experience with Microsoft Windows, Microsoft Exchange, Active Directory is an advantage
- Hardware and software troubleshooting prowess. Ability to critically analyze a symptom, diagnose a fault, plan and take appropriate action on equipment including PCs, printers, multifunction copiers, sound boards, lighting equipment and networking etc.
- Knowledge of hardware components and hardware troubleshooting procedures
- Knowledge of Microsoft desktop operating systems and desktop software
- Microsoft Active Directory skills including creating, deleting and modifying user accounts, setting up e-mail, home and directories
- Networking knowledge including being familiar with the TCP/IP v4 and v6 protocol, DHCP, DNS, SNMP, SMTP, FTP, HTTP, HTTPS, ICMP as well as the ability to crimp CAT5e and install wall boxes
- Ability to effectively operate theatre equipment such as sound boards, lighting equipment and public address systems
- Ability to seek solutions to problems using one's own resources
- Excellent verbal and written communication.

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: LEGAL CONTRACTS SPECIALIST

## PURPOSE OF THIS ROLE

The purpose of the role is to be responsible from every phase of the contract development from researching the legal regulations to negotiating the terms and preparing the contracts for all projects being implemented by Development Bank of Southern Africa and its clients. Contract management includes the financial monitoring and control of the contracts compliance is maintained on all projects implemented by the Development Bank of Southern Africa and its clients.

## KEY ACCOUNTABILITIES

### Programme Management Functions

- Develop a system for preparation of contractual documents and agreement, ensuring identification of standard and critical legal clauses to save the interest of Client.
- Draft & negotiate contract & subcontract agreements, PSPs and suppliers' agreements and make business decisions and recommendations in accordance with policies and legislation applicable to Client.
- Draft, vet, review issue contractual notices in accordance with the signed contracts and agreements
- Compile and maintain contract documentation and agreements for the duration of the project
- Assist with all aspects relating to the contract and ensuring compliance with relevant contractual requirements
- Assist project managers and other internal clients with drafting letters and other necessary documentation
- Responsible for the process of submitting and tracking of claims to the clients as per contract and agreement requirements
- Attending of client meetings when required
- Building of positive relationships with clients to promote Client
- Monitors compliance to contract requirements ensuring all conditions are satisfied
- Initiate and/or conducts meetings with contractors and professional service providers, suppliers, individual project managers on contractual problems as requested.
- Prepare contractual, claims including extensions of time, prolongation cost, acceleration cost and all other contractual claims to parties involved including amongst others, contractors, PSPs, suppliers etc.
- Review tender documents, PSPs and suppliers' agreements, check and verify letter of Award to those and contract documentation
- Continuously review contract documents and agreements and ensure that client's contractual rights are protected and to advise on same.
- Follow-up contractual requirements such as Construction Performance Guarantees, Insurances and other such documentation for contractors PSPs and suppliers
- Prepare submission to mediation, adjudication and or arbitration
- Communicate with Consultants and Clients on Contractual matters, delays, extension of time, variations, warranties, etc.
- Providing legal advice and guidance on various legal matters
- Any other responsibilities as identified

## QUALIFICATIONS & EXPERIENCE

- The minimum qualification requirement is a Primary legal qualification with emphasis on contract management (BProc / LLB Commercial Law / BCom Law / BEng Civil Engineering/ BTech Civil Engineering) or equivalent qualification
- Firm and sound knowledge of JBCC, FIDIC, NEC & GCC 2010
- Firm and sound knowledge of all the relevant acts, regulations, protocols etc. governing and regulating various professional service providers (PSPs) and suppliers in the build environment
- Sound knowledge of construction industry legislation and Contract law
- Familiar with CIDB and FIPDM
- Compulsory registration with ECSA as a Professional Engineer.
- 8 years or more post qualification working experience

## SKILLS & KNOWLEDGE

- MS Office proficient (including MS Project or similar)
- Strong knowledge of JBCC, NEC, FIDIC and other building form of contracts, also firm knowledge of all the relevant acts, regulations, protocols etc. governing and regulating various professional service providers (PSPs) and suppliers in the build environment
- Excellent communication and negotiation skills
- Must be able to work under high pressure
- Must be well organized, and accurate in work
- Must be able to maintain confidentiality about all legal matters
- Any other responsibilities as identified
- Building and sustaining relationships
- Ability to transfer skills
- Leading and contributing to team success

## BEHAVIOURAL COMPETENCIES

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.



# JOB PROFILE: PROCUREMENT SCM SPECIALIST

## PURPOSE OF THIS ROLE

To manage and execute sourcing / procurement requirements in a manner that is compliant to the SCM governance framework as well as the service standards outlined in the SLA.

## KEY ACCOUNTABILITIES

### Planning and Standards:

- Ensure stakeholders of business units / programmes, understand the SCM governance framework, roles of governance committees and outcomes of participating in any sourcing / procurement process
- Engage Sourcing team to understand and plan work requirements to support the Sourcing Programme
- Engage Business / Programme to understand the pipeline of work and support requirement from sourcing perspective
- Plan the work schedule and timelines to meet Sourcing and Business expectations
- To be fully abreast of all the MOU and its obligations from a SCM and procurement perspective to ensure compliance from a process perspective
- Support the Bank and the SCM team in delivering innovative solutions to improve productivity, service levels and contribute to cost containment.
- Conduct relevant research and maintain business intelligence to support effective solutions, advice and decision making to business
- Recommendations to improve and enhance sourcing and procurement practices based in insights from operations and research

### Execution

- To ensure all transactions are executed with the highest level of accuracy, compliance and service standards as outlined by the SCM governance framework, relevant policies, procedures, templates, Client MOUs and Business Unit SLA's. This will entail the following:
  - In line with the sourcing pipeline and work schedule perform a review of the documents to establish the scope of work, the time schedule and clarify any item(s) that are unclear.
  - Establish the requirements and deliverables required with regard to site briefings / survey, and the scope of work
  - Liaise with all team members involved with a tender (inclusive of BSC, BEC, BAC, Procurement Officials) to ensure alignment between governance, business/client requirements, sourcing and transformation strategy as defined in the planning phase including planned outcomes
  - Determine the correct format for tender, scope of work, evaluation criteria, evaluation team, timeline and special requirements, etc.
  - Manage and lead the development of a comprehensive TOR document to allow for a competitive process within the market place
  - Ensure that all relevant data and information compiled during the tender development phase is considered and made available to all team members.
  - Ensure all tender / bid documents are appropriately reviewed and signed off by the relevant committees and delegated officials prior to be published
  - Plan tender reviews and submittal deadlines according to business unit / owner requirements.
  - Facilitate the establishment of the necessary governance structure/s to prepare for, evaluate and adjudicate on the tender (CFT – Cross Functional Team)
  - Facilitate the preparation for the CFT evaluation process, the CFT team to prepare comparison matrix on the generic criteria requirements as per the TOR (e.g. Regulatory, BEE, Value Adds, etc)
  - Oversee and manage the tender process (preparation of TOR, go to market process, supplier briefing sessions / site visits, receiving and logging of all tenders, preparation of tender schedules, safe custody of document, secretariat function, contracting, communication etc.) in line and full compliance with SCM governance framework, policy, procedures and templates

- Completing and acting as the main focal point for all Supplier communications as required by a bid process
  - Ensure the safe keeping and confidentiality of all bids received
  - In preparation for bid evaluation, prepare / quality assure all information relevant to the Bid Evaluation Committee. These to include the Responsiveness Schedule, Supporting schedules, Price and Preference outcomes; Risk Analysis report, Financial Analysis reports etc.
  - Plan and facilitate tender evaluation meetings in accordance with agreed plan and with compliance to policies, procedures, regulations and standards
  - Ensure the final tender/bid report and all mandatory supporting documents are prepared and reviewed prior to being circulated to tender evaluation committee for perusal and sign-off
  - In preparation for bid adjudication, ensure all information relevant to support decision making are made available timeously to the Secretariat for collation and submission.
  - Provision of secretariat function for all tender related meetings and decisions
  - Ensure full compliance to defined policies, procedures, regulations and standards in execution of duty and presenting of transactions for approvals as per the DoA
  - Participate in all internal tender meetings.
- Liaise and support with Legal and other relevant officials for the purposes of negotiation and contracting
  - Maintain accurate records and files (manual & electronic) of all the tender data.

#### **Reporting**

- Accurate and timeous updates to the tender register
- Monthly report on pipeline performance to support business reviews

#### **Key Measures/KPIs**

- Tender process that is fair and transparent and fully compliant with relevant policy, legislation, procedures and standards
- Effective and efficient process resulting in meeting predetermined SLA time
- No backlogs
- Reliable and accurate document control and archiving of records to support supplier queries and audit requirements
- No audit issues in terms of policy and process compliance

### **QUALIFICATIONS & EXPERIENCE**

- Relevant Supply Chain Management qualification (minimum degree or NQF equivalent) with strong technical expertise
- Strong understanding of and a strong commitment to good corporate governance, SCM regulations and laws and other regulatory requirements including the PFMA.
- At least 5 to 8 years' experience in a managing tenders and/or contract
- Knowledge of tender administration procedures with Public Sector
- Strong computer, writing and presentation skills
- Exposure to SCM within the government environment is a minimum requirement
- Working experience with SAP Procurement module or a similar ERP system
- Member of Chartered Institute of Purchasing and Supply (CIPS) would be an added advantage

### **SKILLS & KNOWLEDGE**

#### **The incumbent should have demonstrated the following competencies:**

- Detailed working knowledge of the PPPFA, supply chain regulations from National Treasury, BBBEE
- Strong skills to handle multiple deadlines and ability to deliver with reliability and accountability.
- Strong negotiation, contract management, project management, analytical, decision making and interpersonal skills dealing with diverse stakeholders, including the National Treasury.
- Solution and deadline orientated with the ability to manage bottlenecks effectively
- Working experience with SAP procurement module and other accounting tools.

- Strong verbal and written communication skills as well as effective presentation skills and with the ability to express complex concepts in business terms.
- Ability to ensure all governance and compliance requirements are met with the aim to eliminate potential inappropriate and corrupt practices.
- Ability to manage and co-ordinate SCM committees for the DBSA operations and Business units
- Project management organisational skills
- Attention to detail and deadlines – results driven

## BEHAVIOURAL COMPETENCIES

The incumbent is required to have the following behavioural competencies:

**HIGH PERFORMANCE** (accountability, efficiency, bias to action, can-do attitude, people development, recognition)

- Demonstrates accountability and ownership of own duties
- Displays collaboration on team deliverables
- Aspires to excellence through quality and timeous delivery
- Demonstrates flexibility and adaptation to different situations to get the job done

**SHARED VISION** (purpose, sustainable, long-term perspective, alignment, mandate, financial sustainability)

- Provides solutions that demonstrates understanding of the Bank's mandate and strategy
- Displays a sense of purpose and conveys confidence in own abilities
- Easily explains and demonstrates how one's work contributes to the DBSA vision and mission
- Acts in ways that contributes towards the financial viability and sustainability of the unit/division

**INTEGRITY** (ethics, leading by example, respect)

- Demonstrates honesty and openness in dealings with others.
- Aspires to live the DBSA values in all engagements
- Is courteous in all interactions with internal and external stakeholders

**INNOVATION** (Continuous Improvement, collaboration)

- Generates new ideas and seeks ways to overcome obstacles and barriers
- Positively suggests ways to improve quality and efficiency of work
- Identifies and acts on opportunities
- Willingly shares information for effective operation of the team

**SERVICE DELIVERY** (internal & external, stakeholder relations, customer centric, stakeholder management)

- Demonstrates an understanding of client needs
- Delivers timeously on commitments
- Acts as a trusted advisor
- Recognises co-workers as customers and responds to them accordingly

# JOB PROFILE: MONITORING AND OVERSIGHT SPECIALIST

## PURPOSE OF THIS ROLE

The purpose of the role is to undertake or contribute to the strategic planning of projects being implemented by Development Bank of Southern Africa.

## KEY ACCOUNTABILITIES

- Project coordination and team management
- Manage projects from inception to closure;
- Serve as a key link with the client's representative and review the deliverable prepared by the team before passing onto stakeholders;
- Facilitate and co-ordinate the efforts of all parties involved in the project, including professional service providers (consultants), contractors, sub-contractors and labour;
- Manage and develop team spirit and ensure that staff involved in the project are committed to the same goal
- Identify and negotiate assignment of resources; and
- Develop and Implement the project office framework with objectives and goals of the team members and assign individual responsibilities.
- Develop, implement and manage control measures for cost, time and quality are in place;
- Conduct regular status meetings with the principal agent teams;
- Conduct periodic inspection visits to project construction site(s);
- Facilitate and ensure that construction activities follow the predetermined schedule and critically monitor project milestones;
- Manage project accounting including budget management, approval of progress payments, tracking of team expenses and minimising the exposure to risk;
- Approve invoices/claims submitted by contractors and/or professional service providers are timely checked, verified and forwarded to the Programme Manager; and
- Maintain strict adherence to the budgetary guidelines as well as project management, quality and safety standards.
- Develop and implement project work plans and make revisions as and when need arises;
- Confirm project activities are scheduled;
- Prepare and manage all programme/project cost activities;
- Engage and agree all project milestones with stakeholders
- Project communication and reporting
- Develop and implement an effective communication system and provide timely feedback for management, client and customer;
- Action site meeting minutes and action plans;
- Compile and issue weekly project reports for stakeholders;
- Compile and issue monthly progress reports; and
- Conduct and compile project close out reviews and lessons learnt report.
- Project contract management
- Develop and issue contract instructions in accordance with the conditions of the contract (in consultation with the Legal Expert).
- Any other relevant responsibilities that the client may requires

## QUALIFICATIONS & EXPERIENCE

- The minimum qualification requirement is a Bachelor's degree in built environment or equivalent qualification
- Preferably a postgraduate degree in Construction Project Management
- Proven track record in managing large scale or volume of construction projects/built environment in various disciplines
- Understanding of government priorities, systems and processes at national and provincial level
- Equipment costing experience at project and program levels will be an advantage
- Sound knowledge of the JBCC, NEC, GCC and other relevant building contracts
- 8 years' experience in a similar job function at a project or programme level.
- Familiar with CIDB and FIPDM

## SKILLS & KNOWLEDGE

- MS Office proficient (including MS Project or similar)
- Highly motivated with an ability to work independently and as part of a team.
- Strong interpersonal skills including mentoring, coaching, collaborating
- Strong analytical, planning, and organizational skills with an ability to manage competing demands.
- Strong knowledge and understanding of business needs with the ability to establish/maintain high level of customer trust and confidence.
- Excellent oral and written communications skills and experience interacting with all stakeholders at all levels including the executive level.
- Creative approach to problem solving with the ability to focus on details while maintaining the "big picture" view.
- Good understanding of government health delivery practices.
- Building and sustaining relationships
- Ability to transfer skills
- Leading and contributing to team success

## BEHAVIOURAL COMPETENCIES

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: PROJECT ADMINISTRATOR

## PURPOSE OF THIS ROLE

The purpose of the role is to provide administrative support to the PMO office and Project management duties. This includes reporting, liaising with all management levels to provide summarized information on internal and external projects being managed through the PMO. To oversee and perform administrative functions concerned with the projects as well.

## KEY ACCOUNTABILITIES

### Strategic Functions

- Lead the planning, execution, monitoring and control and closure of the programme/s
- Identify and implement expediting measures to prevent programme delays by actively engaging and managing project managers
- Align and manage the programme and projects goals with the overall strategy

### Programme Management Functions

- Manage the collation and reporting of individual project and programme progress reports to Management.
- Liaise with all project managers to ensure weekly project status reporting is provided in a timely manner.
- Update on a monthly basis the project dashboard or project management system
- Prepare commentary to support the monthly dashboard.
- Receive all requests for support or new projects through appropriate template / system template and consolidate for management to review on a monthly basis.
- Manage the administration associated with all projects and programmes.
- Ensure that communication is provide on any change to process. (eg. Variation orders and EOT's)
- Manage the document controlling for each project ensuring that it is current and available.
- Provide ad-hoc reporting as requested by Management and Executives.
- Support the PMO in the development of new documentation and project management software.
- Maintain quality register, risk register, tasks for team and payment register.
- Responsible for project payment to professional services providers and contractors.
- Assist quantity surveyor with budget and cost reports with actual payment updates
- Keeping track of Project Budgets (contracts)
- Attend project meetings and draft minutes of meetings

## QUALIFICATIONS & EXPERIENCE

- The minimum qualification requirement is a project management certificate or equivalent (experience in field)
- Require strong leadership skills to coordinate and assist project teams
- Must be able to manage financial budgets across multiple projects to ensure return on investment
- 3 years' experience in a similar job function at a project or programme level.

## SKILLS & KNOWLEDGE

- MS Office proficient. (Excel included)
- Understanding of MS Projects and the application thereof
- Programme, project and contract management
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills

## BEHAVIOURAL COMPETENCIES

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: Programme Manager

## PURPOSE OF THIS ROLE

This position is a generic position which applies to all programmes. The purpose of this role is to coordinate teams working on related projects and to coordinate the work of project managers who leads teams. The Programme Manager will monitor and report on all aspects of the programme, while ensuring that the programme overall strategy and objectives are achieved. They aim to align the outcome of the projects with the organization's overall business goals. Programme Managers communicate the strategy to the project managers and ensure that the individual projects goals align with the strategy. The programme manager is responsible for overall integrity and coherence of the programme. They will develop and maintain the programme environment to support each individual project within it.

## KEY ACCOUNTABILITIES

### Strategic Functions

- Lead the planning, execution, monitoring and control and closure of the programme/s
- Identify and implement expediting measures to prevent programme delays by actively engaging and managing project managers
- Align and manage the programme and projects goals with the overall strategy

### Programme Management Functions

- Programme control on cost, time and quality
  - Work closely with Project Managers to track progress and provide updates on any changes in strategy and priorities.
  - Ensure that consolidation of financial and physical progress into meaningful Portfolio/ Programme Key Performance Indicators.
  - Implementation of cost control policy, practices, procedures and system for the Programme.
  - Coordinate, prepare and validating the cash flow requirements for submission to the applicable Investment committees.
  - Develop and maintain programme cost control system
  - Plan, align, coordinate, control and implement changes to the approved rolling plans.
  - Implement and maintain appropriate systems for best Programme and Project Management cost support
  - Transfer all programmes that are completed efficiently to operations and conducting post transfer reviews promptly.
- Programme planning
  - Set objectives, assign tasks, allocate budgets and agree to timelines to achieve overall goals and objectives with Project Managers on individual projects
  - Provide business with a view of all projects underway with reference to time across the programme
  - Consolidate time related progress into meaningful asset creation Key Performance Indicators
  - Implement project planning and scheduling control policy, practice, procedures and system for the Programme
  - Provide inputs during the feasibility and business case stages for projects in the programme
  - Provide professional resources, through a matrix structure, to projects within the programme
- Programme communication and reporting
  - Implement project administration policy, practices, procedures and system
  - Ensure that a documentation management system is implemented and Maintained
  - Implement and monitor resource balancing system
  - Compile programme management reports and submit to all various stakeholders on programme level
  - Ensure compliance with the Programme Portfolio Management System
- Programme contract management
  - Implement contract management policy, practices, procedures and system.
  - Determine the appropriate execution and contract strategies in relation to known facts of the project and the maturity level of the projects in the Programme ensuring minimum risks to the programme



- Monitor the implementation by Construction Project manager of safety, health and environmental standards by PSP and Contractors in compliance to the requirements and guidelines of the Development Bank of South Africa.
- Monitor and ensure the resolving of contractual breaches / non-compliance with Construction Project Manager
- Programme management
  - Implement a programme and project management discipline to ensure repeatable and consistent delivery of projects
  - Implement a suitable methodology and process to achieve the required level of the project management maturity
  - Ensure that programme execution staff have the necessary certification or alignment as applicable

#### **Financial Management Functions**

- Implement programme/project estimation policies, practices, procedures and system
- Ensure that the Quantity Surveyor Maintains a cost database for the programme
- Implement financial management system per programme as well as individual projects

#### **Management Functions**

- Implement a project and programme management discipline to ensure repeatable and consistent delivery of projects by project managers
- Implement a suitable methodology and process to achieve the required level of project and programme management maturity
- Ensure that programme execution staff have the necessary certification or alignment as applicable
- Provide mentorship and coaching to programme execution staff in line with HR requirements and processes
- Identify and implement strategies to address the training requirements and gaps within the programme

### **QUALIFICATIONS & EXPERIENCE**

- The minimum qualification requirement is a construction or engineering degree or equivalent
- Programme managers must have a strong background in project management
- Require strong leadership skills to coordinate and motivate project teams
- Must be able to manage financial budgets across multiple projects to ensure return on investment
- A project management and professional accreditation with the SACPCMP / PMI / Axelos / PMSA is required. The candidate must also be in the process or eligible to get a programme management qualification from a reputable registered institution
- 10 years of post-accreditation experience in a similar job function at a project or programme level as well as the skills to manage teams of professionals

### **SKILLS & KNOWLEDGE**

- MS Office proficient.
- In depth understanding of MS Projects and/or Primavera and the application thereof
- Programme, project and contract management
- Budgeting / cost planning
- In depth understanding of the PMBOK knowledge areas
- Knowledge of relevant Acts on infrastructure development
- Understanding of infrastructure markets
- Understanding of government priorities, systems and processes at national and provincial level
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical skills

## BEHAVIOURAL COMPETENCIES

- **Communication and Listening:** Communication and listening involves effective, clear communication in complex situations or in front of large, mixed audiences. Effective communication requires the skills for presentations, proposals, suggestions and solutions in a manageable concise way. Building relationships based on trust and respect with our stakeholders, to be considerate and yet influential to the stakeholder's opinions. Effective communication also includes knowledge sharing and knowledge management.
- **Teamwork:** Teamwork is about knowing how to work with others by integrating skills, strengths and weaknesses to build a winning team. Teamwork includes promoting productive, collaborative relationships between individuals and/or groups. Teamwork requires individuals to remain authentic and accountable to the group.
- **Goal Orientation:** Goal orientation is about directing one's activities and those of other people in the team, to achieve shared objectives. Providing a level of commitment proportional to the importance of the project. Goal orientation requires setting goals that are higher and more challenging than expectations, and remaining results driven and achievement-orientated to optimise the business value chain.
- **Planning and Organisation:** Planning and organisation includes planning, implementing and monitoring projects and programs to ensure that deadlines are met. It includes identifying and, if necessary, redefining short, medium and long term priorities and allocating the financial, technical and human resources appropriately. This requires flexibility and agility, as well as a good perspective. Planning and organisation requires financial and budget management skills, and governance and risk management skills.
- **People Management:** People management involves identifying the skills and aspirations of individuals, recognising their successes and tackling their weaknesses constructively to create real opportunities for growth and achievement. People management requires the ability to develop interpersonal relationships to manage and measure high performance teams, enhance diversity of style and professional approach, and encourage people to take responsibility for work done and the achievement of goals. People management requires decision-making and delegation, mentoring and coaching, and constantly stimulating people by giving them challenging targets based on their individual potential. People management includes the ability to lead in complex and uncertain situations, and manage change.
- **Problem Solving:** Problem solving involves analysing causes of problematic situations and taking effective decisions - even in the absence of sufficient time and information - based on a brief summary of information, intuition, experience or skills. Problem solving requires conceptual and logical thinking, sound judgment and innovation.

# JOB PROFILE: PROJECT CO-ORDINATOR

## PURPOSE OF THIS ROLE

The Purpose of this role is working with various members of the project team and client in order to develop a timeline on projects, create schedules and oversee progress so that deliverables can be achieved on time. Project coordinator will utilise spreadsheets to track budgets, dates, risk, issues, expenditure, targets and other information pertaining to the project.

## KEY ACCOUNTABILITIES

### Programme Coordination and Administration

- Develop of programme plans, goals, scheduling, identification of risks, contingency plans and allocation of resources as required.
- Contributes to the establishment of standards and procedures for programme reporting and documentation.
- Liaise and interact with the Programme Managers on the planning and logistical arrangements regarding placed resources
- Management of the allocated budget and key KPI's to ensure the programme/s remains within its allocations
- Manage all documentation and filing as set out in the Document Management System.
- Attend Programme Management meetings with the Programme teams and provide input into operations KPI's and Client requirements
- Manage the deliverables as set by the Client and the Programme Manager and ensure compliance

### Talent Acquisition

- Processing resource contracts i.e. Appointment Letters, Instructions to Proceed with Works (IPW), Statement Of Work (SOW) etc. approved by business stakeholders – Procurement; Legal; Office of the Group Executive

### Client Engagement (Relationship Management) and Management of PMO Resources Partnering with client identifying and securing required Professional resources

- Holding monthly client and project team meetings
- Ensuring tools of trade are in place and the teams function optimally
- Securing conducive infrastructure for productivity of resources
- Ensure deliverables from the placed resources are met and feedback provided timeously
- Compile and assist with monthly progress reports to Programme Manager and Client.

### Portfolio Growth

- Overseeing current portfolio of, and managing PMO funds (FUM) for, various clients
- Engaging with new and existing clients to develop new business.
- Liaising and assisting negotiating with client stakeholders as a Trusted Advisor
- Engaging with Business Development to drive discussions and negotiations that increase the bottom line

### Professional Service Provider (PSP) and Resource Contract Management

- Driving end-to-end tender processes with Supply Chain Management (SCM)
- Identifying relevant internal stakeholders as Committee Members
- Preparing Motivation To Source documentation prior to tender process

- Ensuring alignment of budget to required Professional Resources
- Providing input to SCM process prior to posting of Tender
- Attend PSP Briefings
- Overseeing the Tender Evaluation process with SCM representation
- Manage interviews and assessment process with Human Capital and Business Units
- Reviewing PSP and resource contracts prior to final approvals
- Monitoring, and signing off with relevant Programme Manager, PSP invoicing against budget
- Engaging in industrial relations matters where necessary

#### **Communication and Reporting**

- Ongoing communication with Project Managers and providing input to programme reports
- Assist with monthly progress reports to Programme Manager and Clients
- Preparing supporting financial documentation for presentation of Tranche Requests
- Providing TOR when required
- PMO Monthly Progress Report
- PMO Monthly Business Review Report

#### **Internal Business Client Engagement and Interactions**

- Group Executive
- Business Development
- Operations
- Legal
- Finance

#### **Supply Chain Management**

- Key Stakeholders and Partnerships
- IDD Group Executive
- Programme Managers
- PMO Stakeholders (Public Sector)

#### **Information and Knowledge Management**

- Collect and assemble both formal and informal feedback to contribute to drafting of reports
- Maintain an efficient filing system, database and information retrieval system in the office
- Take responsibility for the knowledge management within the project team
- Contribute to new ideas and sources of information
- Provide “lessons learnt” feedback and continues improvement on processes and systems

#### **Financial/Procurement Administration for the project**

- Plan for and support the timeous execution of procurement and ensure compliance to procurement policy
- Verify that procurement is in line with programme budget
- Optimise procurement to meet specific programme requirements
- Deal with any procurement queries timeously
- Provide regular and comprehensive feedback on procurement progress to all stakeholders

#### **Teamwork and Self-Management**

- Take ownership for own career development and meet performance objectives
- Apply knowledge of the organizational systems, structures and polices to achieve results

- Take accountability for the achievement of objectives within area of control
- Follow through to ensure that quality and productivity standards are consistently and accurately maintained
- Provide appropriate resolution for tasks or deadlines not met
- Maintain a positive attitude, professional image, respond openly to feedback
- Pro-actively provide assistance to the team, playing a valuable part of the team in co-ordinating programmes

### QUALIFICATIONS & EXPERIENCE

- Relevant Degree in Marketing and Certification in Project Management or equivalent to it.
- At least 5 years' experience in a similar job function
- Proven track record of working with stakeholder on various level
- Proven track record of meeting targets in a recruitment/ labour broking environment

### SKILLS & KNOWLEDGE

- MS Office proficiency (Intermediate level Excel, Word, Powerpoint, Projects and Outlook)
- Sound understanding and experience of labour market
- Sound verbal and written communication skills
- Excellent knowledge and understanding of the APSO regulations
- Excellent administrative skills
- Flexibility and understand and implement continuous improvement
- Expertise in infrastructure delivery
- Understanding of government priorities, systems and processes
- Understanding of stakeholder and brand management
- Sound management skills and expertise in management of resources and teams

### BEHAVIOURAL COMPETENCIES

The incumbent is required to have the following behavioural competencies:

- **HIGH PERFORMANCE** (accountability, efficiency, bias to action, can-do attitude, people development, recognition)
  - Demonstrates accountability and ownership of own duties
  - Displays collaboration on team deliverables
  - Aspires to excellence through quality and timeous delivery
  - Demonstrates flexibility and adaptation to different situations to get the job done
- **SHARED VISION** (purpose, sustainable, long-term perspective, alignment, mandate, financial sustainability)
  - Provides solutions that demonstrates understanding of the Bank's mandate and strategy
  - Displays a sense of purpose and conveys confidence in own abilities
  - Easily explains and demonstrates how one's work contributes to the DBSA vision and mission
  - Acts in ways that contributes towards the financial viability and sustainability of the unit/division
- **INTEGRITY** (ethics, leading by example, respect)
  - Demonstrates honesty and openness in dealings with others.
  - Aspires to live the DBSA values in all engagements
  - Is courteous in all interactions with internal and external stakeholders
- **INNOVATION** (Continuous Improvement, collaboration)

- Generates new ideas and seeks ways to overcome obstacles and barriers
- Positively suggests ways to improve quality and efficiency of work
- Identifies and acts on opportunities
- Willingly shares information for effective operation of the team
  
- **SERVICE DELIVERY** (internal & external, stakeholder relations, customer centric, stakeholder management)
  - Demonstrates an understanding of client needs
  - Delivers timeously on commitments
  - Acts as a trusted advisor
  - Recognizes co-workers as customers and responds to them accordingly.

# JOB PROFILE: PROJECT DIRECTOR

## PURPOSE OF THIS ROLE

The project director is responsible for overall management of the projects including liaising with the client, coordinating and leading partnerships. The overseeing of project implementation, financial reporting, administrative oversight, reporting on progress and evaluating quality of all projects. Ensure that performance targets are met and to provide the necessary management and leadership skills to ensure the project team delivers.

## KEY ACCOUNTABILITIES

### Strategic Functions

- Lead the planning, execution, monitoring and control and closure of the project (with the relevant support from the Programme Support Office).
- Identify and implement expediting measures to prevent project delays.

### Project Management Functions

- Provides strategic leadership and technical, operational, financial, and managerial leadership for successful implementation of project activities.
- Ensures that the program is technically sound, evidence-based, and consistent with funder and stakeholders' priorities.
- Provides oversight of program implementation including all activities, outputs, and outcomes related to project management and administration, including reporting, budget development and monitoring, financial transactions, execution of project plans, and project performance.
- Oversees the selection and training of qualified program staff, assigning clear roles and responsibilities, providing effective supervision, and managing performance to ensure efficient operations.
- Ensures the project produces the specified results in the annual workplan(s) to the required standard of quality and within the timeline and budget parameters.
- Oversees budget pipeline development and budget monitoring.
- Conducts monthly reviews to ensure accountability of all project activities as well as the accurate and timely reporting of financial deliverables and obligations.
- Ensures that the project progresses in accordance to its contractual obligations and complies with client regulations and internal organizational policies.
- Acts as the primary project contact person and liaison, ensuring the project is represented in national technical, policy, and other key stakeholders.
- Coordinates organizational relationship with client related to monitoring and evaluation, providing support in facilitating technical collaboration and coordination activities with client and other stakeholders.

## QUALIFICATIONS & EXPERIENCE

- A Bachelor's Degree in Finance/MSC Degree in Project Management/Construction management
- Project management and professional accreditation with a SACPCMP / PMI / Axelos / PMSA is required or candidate must be in the process or eligible to be registered.
- 8 years' experience in construction projects/built environment as a project manager

## SKILLS & KNOWLEDGE

- MS Office proficient
- Understanding of MS Projects and /or Primavera and the application thereof
- Project and contract management knowledge
- Budget and cost planning
- Sound knowledge of the JBCC, NEC, GCC and other relevant building contracts
- Understanding of the PMBOK knowledge areas
- Knowledge of relevant Acts regarding infrastructure development
- Understanding of infrastructure markets
- Understanding of government priorities, systems and processes at national and provincial level
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical and problem solving skills
- Strong leadership and management skills to coordinate and motivate project teams

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.



# JOB PROFILE: PROJECT MANAGER

## PURPOSE OF THIS ROLE

The Project Manager's responsibilities span a broad spectrum, covering all areas of project management including planning, cost and time management, quality management contract administration and safety management. The Project Manager will be required to ensure that the project is technically sound, that all activities associated with managing the project work flow and performance are met and to provide the necessary management and leadership skills to ensure the project team deliver.

## KEY ACCOUNTABILITIES

### Strategic Functions

- Lead the planning, execution, monitoring and control and closure of the project (with the relevant support from the Programme Support Office).
- Identify and implement expediting measures to prevent project delays.

### Project Management Functions

- Project coordination and team management
  - Manage the construction project through full project life cycle;
  - Serve as a key link with the Programme Manager of the Project Management Services and client's representative and review the deliverable prepared by the support team before passing onto the client;
  - Facilitate and co-ordinate the efforts of all parties involved in the project, including professional service providers (consultants), contractors, sub-contractors and labour;
  - Ensure good work Ethic and maintain continues communication between professional service providers, contractors, sub-contractors and support staff.
  - Identify and negotiate assignment of resources; and
  - Develop and Implement the project office framework with objectives and goals of the team members and assign individual responsibilities.
- Project control on cost, time and quality
  - Develop, implement and manage control measures for cost, time and quality are in place;
  - Conduct regular progress and technical meetings with the principal agent teams;
  - Conduct periodic inspection visits to project construction site(s);
  - Facilitate and ensure that construction activities follow the predetermined schedule and critically monitor project milestones ;
  - Manage project accounting including budget management (contracts), approval of progress payments, tracking of team expenses and minimising the exposure to risk;
  - Review and Approve invoices/claims submitted by contractors and/or professional service providers are timely checked, verified and forwarded to the Programme Manager; and
  - Maintain strict adherence to the budgetary guidelines as well as project management, quality and safety standards.
  - Compile project risk register and proactively manage project risk and mitigate as necessary
  - Manage change to the project without unduly affecting the stated objectives and benefits
- Project planning
  - Develop and implement project work plans and make revisions as and when need arises;
  - Confirm project activities are scheduled;
  - Prepare and manage all programme/project cost activities; and
  - Engage and agree all project milestones with stakeholders and customers.
- Project communication and reporting

- Develop and implement an effective communication system and provide timely feedback for management, client and customer ;
- Action site meeting minutes and action plans;
- Compile and issue timely monthly project reports for stakeholders;
- Manage and update project reporting and activities on Project Portfolio Management System
- Compile and issue timely monthly progress reports; and
- Conduct and compile project close out reviews and lessons learnt report.
- Project contract management
  - Develop and issue contract instructions in accordance with the conditions of the contract (in consultation with the Legal Expert).
  - Ensure contracts are managed in a way that is fair to all parties;
  - Monitor performance by identifying and resolving areas of concern;
  - Actively manage measure progress against the contract's performance;
  - Manage and ensure adherence to the contract conditions and timelines.
- Project commissioning
  - Manage the commissioning and transfer of new assets;
  - Manage and facilitate the availability of all site handing over documentation;
  - Coordinate the submission of as built drawings and user specifications where applicable;
  - Manage and coordinate the close-out phase of the project and ensure compliance
  - Manage audit and compliance queries from stake holders and Client departments
  - Ensure commissioning, hand over and sign-off by client.
- Programme health, safety and environmental quality
  - Implement the Occupational Health and Safety (OHS) Act and any recommendations from audits carried out within the project environment;
  - Assure compliance to the project Environmental Approval (EA) conditions develop a culture of safety and health within the project environment by promoting the aims and benefits of proactive safety and health interventions;
  - Conduct effective control, management and follow up of incidents; and
  - Advise and evaluate contractors on compliance to the approved safety plan and ensure that the Safety, Health and Environmental standards are being achieved
- People management
  - Ensure that there are sufficient execution capabilities within the Project to ensure successful implementation.
  - Provide direction and management to the project team

## QUALIFICATIONS & EXPERIENCE

- A four-year bachelor's degree or similar in the built environment (Civil, Construction Management, QS or Architectural)
- Preferably a postgraduate degree in Construction Project Management
- Project management and professional accreditation with a SACPCMP / PMI / Axelos / PMSA is required or candidate must be in the process or eligible to be registered.
- 5 years' experience in construction projects/built environment as a project manager
- Must be able to manage financial budgets
- Proven track record in managing huge construction projects/built environment in various different disciplines

## SKILLS & KNOWLEDGE

- MS Office proficient
- Understanding of MS Projects and /or Primavera and the application thereof
- Project and contract management knowledge
- Budget and cost planning
- Sound knowledge of the JBCC, NEC, GCC and other relevant building contracts
- Understanding of the PMBOK knowledge areas
- Knowledge of relevant Acts regarding infrastructure development
- Understanding of infrastructure markets
- Understanding of government priorities, systems and processes at national and provincial level
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical and problem solving skills
- Strong leadership and management skills to coordinate and motivate project teams

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: PROJECT OFFICER

## PURPOSE OF THIS ROLE

The project officer is responsible for the planning and coordinating of project activities, including scheduling, reporting and document control. Project officers play a supporting role to the project managers and project administrators. Project Officers primary goal is providing administrative and technical skills to support the overall project outcome.

## KEY ACCOUNTABILITIES

### Project Management and Strategic Functions

- Organize project meetings with project manager to review progress and discuss future initiatives.
- Distribute relevant information of meeting outcomes to all project team members.
- Maintain crucial project documentation which tracks project progress.
- Ensure that all documents are accurate and have been approved by the project manager.
- Identify and Monitor Issues, Risk and problems that may arise on the project. Providing potential solutions and communicate these items with the project manager. Register Updates
- Develop and manage budget for each project working with program manager, project team.
- Manage and facilitate flow of essential information among project team members and contractor/PSP.
- Maintain project calendar and milestones.
- Establish quantitative staffing model used by foundation strategy leaders to describe staffing resource level to execute strategies given their specific execution choices.
- Develop an insightful analytical tool used by strategy owners to inform resource requests, execution decisions, strategy choices and potential tradeoff needs.
- Assist in foundation leadership to adapt analytical approach to establish resource need and thoroughly examine alternative execution choices.
- Lead multi-year staffing plan development for foundation utilizing consistent methodology and language established within resource planning tool.
- Assist strategy teams in utilization of calibrating inputs and interpreting outputs.
- Provide cross-foundation analytics to senior and project management.
- Guide, train and tutor new users on utilization of tool and underlying analysis defining its inputs.
- Identify trends and shifts in execution patterns to inform changes or adjustments to model itself.
- Provide input for development of new resource planning tool and resourcing process.
- Interact with original developers to develop detailed technical understanding of conceptual structure and algorithm of tool.
- Establish and record policies and procedures for maintaining and using tool and process, ensuring data integrity and consistent use across foundation.
- Establish user's feedback channels to allow for continual refinement of tool and process.
- Update continuously training and user guide information for tool and resourcing process.
- Manage, supervise and control multiple project through project life cycle.

## QUALIFICATIONS & EXPERIENCE

- The minimum qualification requirement is a project management certificate or equivalent (experience in field)
- Require strong leadership skills to coordinate and assist project teams
- 3 years' experience in a similar job function at a project or programme level.

## SKILLS & KNOWLEDGE

- MS Office proficient
- Understanding of MS Projects and /or Primavera and the application thereof
- Understanding of the PMBOK knowledge areas
- Strong verbal and written communication skills, effective presentation skills and skills to express complex concepts in business terms
- Strong analytical and problem-solving skills
- Strong leadership and management skills to coordinate and motivate project teams

## BEHAVIOURAL COMPETENCIES FOR NON MANAGERS

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Team work.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.

# JOB PROFILE: SOCIAL FACILITATOR

## PURPOSE OF THIS ROLE

The purpose of this position is to provide strategic design, as well as independent, professional quality assurance in order to reduce the risk of the Development Bank of South Africa, and any clients. This role is responsible community participation and engagement processes, as well as produce reports with settlement data, demographics, social-economic analysis and livelihoods programme which forms part of the developmental response.

## KEY ACCOUNTABILITIES

### Strategic Functions

- To develop a social facilitation Implementing Plan as a reference document for the programme
- To utilise existing governance structures for easy implementation of the programme at all levels and set up structures where there is none
- To facilitate stakeholder engagement both at management and stakeholder level
- To provide inputs to the Risk Management Plan
- To develop and manage the Communication Plan
- To provide input into the Monitoring and Reporting tool for the projects (with reference to employment, training and SMME development reports)
- To develop and apply conflict resolution mechanisms
- To craft and implement interventions and mitigation strategies
- To develop social facilitation reporting templates for PSP social facilitators.

### Operational Functions

- Identification of existing stakeholders and their role thereof
- Setting up the local governing structures, provide capacitation and ensure sign off of the Development Charters
- Ensure smooth decanting and beneficiation processes
- Manage and monitor risk
- Manage conflict resolution between the communities and site agents.
- Formulate co-ordination of the strategies and the implementation of the systems of regular reporting to the relevant structures such as PSP Team, PSC Committee, the National Departments, including local structures linked to the projects such as Building Steering Committees for Education programme and Clinic Management Committees for the Health programme and other stakeholders in accordance with relevant protocols
- Create an enabling environment for the implementation of the programme, through the promotion of partnerships between the districts, community structures, government departments, SGB's and SMT's, implementing agents etc.
- Prepare documentation for proper handover of the projects once completed
- Ensure that all relevant legislation is complied with during project implementation
- To engage with communities and stakeholders on the new technologies to be used for the construction of new infrastructure going forward

## QUALIFICATIONS & EXPERIENCE

- 5 years or more relevant working experience as a social facilitator in the built environment
- Drivers' License code 08.

## SKILLS & KNOWLEDGE

- Show, explain, discuss and analyse the relationship between society and environment
- Demonstrate a critical understanding of the role and impact of technology in society
- Facilitate teamwork
- Collect and present community needs information
- Explain and apply environmental legal principles, rights, duties and responsibilities in a specific work context
- Apply facilitation processes to deal with an environmental risk in a local community
- Explain and apply principles and practices of social participation in society and environment interactions
- Explain and apply environmental safety principles and mechanisms in relation to community issues
- Recognise and develop eco-business opportunities at local level

## BEHAVIOURAL COMPETENCIES

The incumbent is required to have the following behavioural competencies:

- **Achievement Orientation.** Having the sustained energy and determination in the face of obstacles to set and meet challenging targets, in compliance with quality, time and diversity standards, and delivering the required business results
- **Flexibility.** The ability to adapt to and work with a variety of situations, individuals and groups. It is about being able to think on your feet, and not being disconcerted or stopped by the unexpected.
- **Teamwork.** Working co-operatively, across cultures and organisational boundaries to achieve shared goals.
- **Self-awareness.** Understanding of your own emotions and 'triggers' and how they impact on your own behaviour and/or the behaviour of others. It is also about understanding your own strengths and limitations.
- **Customer Service Orientation:** The willingness and ability to give priority to customers, delivering high quality services which meet their needs.