

POSITION: ASSISTANT PROJECT MANAGER
DEPARTMENT: CREDIT RISK
REPORTS TO: CONSTRUCTION PROJECT MANAGER
DURATION: 12 MONTHS FIXED-TERM CONTRACT
EMAIL CV TO: recruitment@tianaconsulting.co.za

COMPETENCY PROFILE

Role Summary

The Assistant Project Manager will be responsible for both Quantity Surveyor and Project Management duties whose role will be active monitoring and managing of the construction projects progress and budgets.

Outputs

The Assistant Project Manager assumes responsibility for the following aspects of the infrastructure development:

- Assist managing project coordination of budgets, resources and contract management.
- Assist with managing external consultant teams in planning and construction phases of projects Assist with managing and reconciling the budget(s) that he/she is responsible for and producing monthly and quarterly financial reports
- Ensuring that the budget is spent within the financial year and anticipating any problems that may arise
- Assist with initiating, designing, implementing and commissioning projects
- Assist with the engagement of stakeholders and liaising with other municipal entities and departments as necessary.

Experience / Skills Required

- A minimum of 10 years' experience in Quantity Surveying and Project Management environment
- Experience in the management of diverse development projects

Qualification Requirements

- A degree/diploma in Built Environment or a relevant field
- The BSc (Quantity Surveyor) with postgraduate degree will be an added advantage.
- Registered member of the Association of South African Quantity Surveyors (ASAQS).
- Registered as a candidate of South African Council of Quantity Surveying Profession (SACQSP)
- Registered as a candidate of South African Council of Project and Construction Management Profession (SACPCMP)

Personal Attributes/Behaviours/Attitudes

- Ability to work independently
- Team player
- Ability to work under pressure and meet tight deadlines
- Ability to interact at all levels
- Committed to the high standards of performance and quality work
- Ability to start and finish work at hand
- A professional in behaviour (Going beyond the call of duty)
- The ability to apply project management planning techniques to conduct effective planning of work outputs and distribution of resources equitably.
- Accuracy
- Analytical
- Initiative
- Enthusiasm
- Commitment
- Hard work