



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

BUILT ENVIRONMENT DEPARTMENT

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

Project Manager (3-year fixed-term contract)

Ref: 58/2023/RM/P6

The Built Environment Division at SMU is responsible for the planning and management of the University's physical facilities and infrastructure, the provision of operational services and capital infrastructure development. The incumbent will be responsible for implementation and operational management of the infrastructure planning and project management services at Sefako Makgatho Health Sciences University (SMU), as well as for the planning, management, coordination and construction of capital improvement and major replacement and renewal projects. The successful candidate will work with external architects and engineers to supervise and implement the design, planning, and management of complex engineering, construction, and facilities engineering projects or programs. Manages the implementation and development phases necessary to complete the University facilities construction, renovation, and major maintenance projects within the controlled constraints of scope, time and budget while ensuring adherence to quality, legal and cost requirements and ensuring a basis for benefits realisation is set.

The successful candidate must be customer-oriented, and task driven for the safe completion of simple and complicated activities. Performs related duties as directed and fulfil a line management function when required. The incumbent must meet the requirements, competencies and be responsible for the key performance areas below:

REQUIREMENTS

- Relevant Bachelor's Degree / Advanced Diploma (NQF level 7) qualification in the Built environment (i.e., architecture, engineering, quantity surveying, etc.)
- A minimum of eight (8) years' relevant work experience in the building industry which must include on site experience in construction management or project management, including financial management of construction projects
- A relevant project management qualification will be a distinct advantage
- Experience in the Higher Education Sector, including comprehension of the DHET Macro Infrastructure Framework will be an added advantage.
- SACPCMP registration red or any equivalent professional project management certification (i.e., PMP, PRINCE)

- Proven ability to navigate online platforms such as Blackboard Collaborate, Zoom and Microsoft Teams with requisite proficiency
- Computer literacy, with a sound knowledge of MS Word, MS Excel and Internet

COMPETENCIES

- Knowledge and demonstrable experience of implementing public procurement for construction and design team appointments
- Comprehensive understanding of the building regulatory environment and experience in dealing with statutory requirements and approvals
- Experience working within a broader team to a high degree of professional effectiveness
- High level of proficiency in utilising different software solutions including MS Excel, MS Project and other common software packages is essential
- Ability to use technology associated with infrastructure planning, development, and reporting, i.e., experience utilising CAD software and other design tools is required
- A flexible and responsive approach to work and stakeholder management.
- Excellent verbal and written communication skills and an ability to positively interact with both internal and external stakeholders
- Good interpersonal and verbal and written communication skills
- Ability to work within a team
- Ability to organize and plan own work
- Attention to detail with the ability to maintain a high level of accuracy
- A flexible, pro-active approach to work, including the ability to prioritize
- Ability to work on own initiative and with minimum supervision
- Ability to deal with sensitive information with discretion and to maintain confidentiality

KEY PERFORMANCE AREAS

- Develop project proposals, feasibility studies and appraisals to facilitate internal and external approvals as directed
- Preparation of business cases to include early accurate budgeting for projects as required
- Develop project budgets and monitor expenditure, prepare regular progress and budget reports with supporting documentation
- Facilitate the project prioritization process by ensuring all aspects are considered in the conclusion of business cases resulting in an integrated plan for sound delivery, consisting of an integrated approach covering scope, costs, and resource requirements, as well as delivery timeline/s as input to the Capital Investment Prioritization Committees
- Review and refine initial risks, develop estimate based high level plans, project charters and other initiation documents required to continue with detailed project planning
- Engage stakeholders and ensure there is an appreciation of the initial baseline plan and changes in plans resulting from change requests
- Ensure the project planning base is sound for execution
- Develop systems for stakeholder engagement and communications and lead stakeholder engagement both internally and externally as required to ensure expectations are managed and facilities delivered in line with the project-specific parameters
- Ensure the relevant capability and capacity is available for project delivery.
- Develop project plans, schedules, and other project management documents, monitor project activities and prepare regular project progress reports
- Manage all procurement activities and appointments for projects assigned
- Ensure compliance with legislation, building regulations and public procurement requirements
- Manage teams of external consultants and project documentation throughout design construction and post-completion including within a BIM environment where appropriate
- Liaise with on-site personnel and external contractors and suppliers, ensuring safe systems of work and relevant legislative requirements are in place

- Management of construction works on all university property as directed, ensuring all projects are completed successfully on time and within budget in accordance with project delivery policies, frameworks, and protocols
- Manage and document project delivery, change control, testing and commissioning activities, completion, certification, snagging and defects, and Safety File information ensuring satisfaction of all stakeholders before Practical Completion is certified and final accounts are agreed. Conduct post occupancy reviews to ensure facility is delivered to end user requirements

Closing date: 27 October 2023

Applications from the employment agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of **Mr TR Moletsane**, to the Human Resources Department, P.O Box 68, Medunsa, 0204 or by e-mail at hr.recruitment4@smu.ac.za

The applications may also be posted OR hand delivered to (place in an application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, OR Human Resources Department, P.O Box, 68, MEDUNSA, 0204

It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

Telephonic enquiries regarding conditions of service: (012) 521-4774.

The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

The University reserves the right not to make an appointment.