

POSITION : INFRASTRUCTURE TECHNICAL OFFICER (5 YEAR FIXED TERM CONTRACT)

Centre : Head Office (East London)

Level : C2

Purpose

Reporting to the Senior Manager: Project Management, the Infrastructure Technical Officer will plan and coordinate maintenance activities and the development of new infrastructure projects and ensure compliance to legislative requirements.

Requirements

- Minimum 3-year tertiary qualification in Civil Engineering or equivalent qualification in the Build Environment with a minimum of 3 (three) years relevant experience.
- Project Management NQF Level 5 qualification would be advantageous.
- Professional registration as a quantity surveyor and /or project manager is preferred.

Key Performance Areas

- **Project Management:** Coordinate and implementation of Infrastructure projects including the development of plans and reports, monitoring and reporting, etc.
- **Contract Management:** Manage Contracts, agreement between ECPTA and Service Provider.
- **Compliance:** Manage the implementation of projects in line with SANS Building Regulations, and other statutory regulations.
- **Financial Management:** Analysis and compile data for preparation of cost estimates, budgets and cash-flows, procurement, expenditure and reporting.
- **Risk Management:** Conduct a cost benefit analysis to determine possible risk, pro-active management of all possible risk, tracking and management of risk and reporting.

NB: The position involves extensive travel and extensive and stakeholder engagement. The candidate must be prepared to spend time outside the office.



NB: In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable)

Closing Date: 10 June 2020

Please forward your application to:

- 1) recruitment@ecpta.co.za and please specify the position you are applying for.
- 2) Please submit a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered. If you do not receive a response within 30 days, please consider your application as unsuccessful.

The ECPTA reserves the right not to fill any advertised position.

