

Position: Burgersdorp Prison Project: Graduate Interns – Construction Management & Quantity Surveying

Date: 05 February 2025

Minimum Qualification: Advanced Certificate/BTech Construction Management OR Quantity Surveying; BSC Construction Management/Quantity Surveying or equivalent

| |
|----------------|
| PROGRAM |
|----------------|

This opportunity is an internship for both Quantity Surveying & Construction graduates, preferably with a Candidate registration at SACPCMP to be mentored in a structured program at the abovementioned construction site for a period of 12 months. There is a monthly stipend payable to the successful candidates. Commencement date is February 2025.

| |
|---------------------|
| ROLE OUTPUTS |
|---------------------|

| |
|---|
| 1. Manage the Commercial Profitability of projects and alignment to the Financial Life Cycle of the business |
|---|

| | |
|---------|---|
| KPI 1.1 | Effective trade measurement calculating the correct lengths, areas and volumes; using the applied system of measurement, correct interpretation of drawings and detection of variations |
| KPI 1.2 | Assist in deliverables as required for the project certification life cycle and final account |
| KPI 1.3 | Assist with all cost control principles such as site storage control, updated asset registers, plant and equipment reconciliations ,accurate cost codes and time keeping and wages |
| KPI 1.4 | Assist in the compilation of accurate cost reports |
| KPI 1.5 | Align all activities to the GVK-SZ SODA, Bos Management System and policies and procedures |
| KPI 1.6 | Prepare Bills of Quantities, electronic worksheets, sub-contractor adjudication and generation of certificates |

| |
|---|
| KPA 2. Taking complete Responsibility & Accountability for the overall quality compliance of the project under his/her control |
|---|

| | |
|---------|--|
| KPI 2.1 | Extensive knowledge of the Project Specifications |
| KPI 2.2 | Complete comprehension of the company quality system as well as the associated compliance documentation i.e. Project Quality Plans, Quality Control Plans, Work Instructions and associated checklists and registers |
| KPI 2.3 | Assist and oversee the implementation and maintenance of the Quality Management System |
| KPI 2.4 | Manage and control non-conformities and PONC by participation and regular liaising with the quality department |
| KPI 2.5 | Constantly assuring and comparing activities against the project specifications |

Position: Burgersdorp Prison Project: Graduate Interns – Construction Management & Quantity Surveying

Date: 05 February 2025

| | |
|---|--|
| KPI 2.6 | Approval of works as contemplated by Quality Control Plans and relevant checklists |
| KPI 2.7 | Specific checks on surveying and setting out |
| KPI 2.8 | Fulfilling the role of the Quality Controller under certain circumstances |
| KPI 2.9 | Raising System & Operational NCR's being part of the investigation root cause analysis and implementation of control measures |
| KPI 2.10 | Discussions with the project team in terms of the effectiveness of control measures |
| KPA 3. Performs work under the guidance of the Site Agent and works within the given timelines | |
| KPI 3.1 | Assists Foreman on site and co-ordinates tasks as instructed |
| KPI 3.2 | Be responsible for a section of work and deliver as specified |
| KPI 3.3 | Compiles, updates and submits a site diary on a daily basis |
| KPI 3.4 | Provides instruction for specific task according to specifications |
| KPI 3.5 | Identifies the root cause of problems and takes the necessary correct actions |
| KPI 3.6 | Maintains a professional works ethics and have a thorough understanding of the scope of works required |
| KPI 3.7 | Works within the confines of the construction programme and achieve the targets set |
| KPI 3.8 | Have a thorough understanding of the contract drawings and details and maintains a smooth execution of all tasks |
| KPA 4. Administers Cost Control for the Works | |
| KPI 4.1 | Controls and keep records of material wastage |
| KPI 4.2 | Ensures that all work to be done is in accordance with approved drawings and details |
| KPI 4.3 | Tracks and monitors costs in the various sections and report back to the Site Agent |
| KPI 4.4 | Hand over sections of work timeously as per the long term programme |
| KPI 4.5 | Ensures that all equipment used is job specific, utilised in the proper manner, maintained and kept in a good condition at all times |

Position: Burgersdorp Prison Project: Graduate Interns – Construction Management & Quantity Surveying

Date: 05 February 2025

| | |
|---|--|
| KPI 4.6 | Attend regular planning meetings and give feedback on progress and costs |
| KPI 4.7 | Administer and keep records of all tests carried out |
| KPA 5. Customer / Stakeholder Management | |
| KPI 5.1 | Maintain professional relationships with all stakeholders |
| KPI 5.2 | Ensure team conduct in accordance with brand and company standard |
| KPI 5.3 | Ensure team performance contributes to positive customer experience and customer satisfaction metrics |
| KPI 5.4 | Monitors the progress of all subcontractors and maintains constructive relationships with all parties involved in the contract, ensuring good communication and clear expectations |
| KPI 5.5 | Knows and understands customer needs and provides a quality service in accordance with the GVK's values |
| KPI 5.6 | Ensures effective conflict resolution and responds to any complaints or concerns timeously |
| KPI 5.7 | Co-ordinate all workplace inspections in conjunction with Site Agent. Issue training to Site Engineers/Student Production on procedures for inspections and sign off's |

Candidates should supply CV's, which include certified copies of ID Documents & Qualifications. Applicants must also provide SAPS fingerprints & Indemnity form. Submit CVs at Municipal Managers Office, Walter Sisulu Municipality, Cnr Church & Jan Greyling Streets, Burgersdorp, 9744 and sign the register as proof of application. Appointment is subject to a positive security clearance.

CLOSING DATE: Wednesday, 12th February 2025 @ 1400