

Job Specification

Job Title	Senior Manager: Technical Services
Category	Permanent Position
Division	Development, Planning and Infrastructure
Reporting To	Executive: Development, Planning and Infrastructure
Job Level	Paterson Grade D5
Job Purpose Statement	To manage and co-ordinate technical services infrastructure delivery program. This position is responsible for driving and implementing the infrastructure masterplan within DTPC's Development Planning and Infrastructure Department.
Key Performance Areas	<p>Technical Services Programme Management</p> <ul style="list-style-type: none"> • Prepare and manage Infrastructure Master Plan for successful implementation. • Prepare and manage the program schedule (WBS) and other relevant time plans. • Ensure program alignment with organisational objective. • Prepare and manage procurement plans for technical services, whilst ensuring efficient planning. • Report to various stakeholders, including internal structures. • Manage the project management system or any other relevant program. <p>Manage Project Managers and Team</p> <ul style="list-style-type: none"> • Assign projects to Project Managers. • Ensure projects are executed within budget and timelines whilst meeting all regulated and acceptable standards. • Manage the project teams: including the Engineers, architects, quantity surveyors, etc. • Prepare schedules and budgets for assigned projects. • Ensure the teams skills base is adequate and sufficient human resource capacity is at acceptable level. • Ensure timeous reporting. <p>Budget Preparation and Management</p> <ul style="list-style-type: none"> • Prepare and manage the program budget. Ensure project funds are spent within the budgeted period. • Prepare detailed construction cost estimates and documentation for projects. • Identify and evaluate alternative solutions to best

<p>Qualifications, Knowledge, Skills and Competencies Required</p>	<p>meet financial goals.</p> <ul style="list-style-type: none"> ● Undertake financial reporting on a periodic basis.
	<p>Monitor and Manage Programme Progress</p> <ul style="list-style-type: none"> ● Ensure projects are implemented within the scheduled timelines. ● Ensure projects are implemented in accordance with the organisational policies and produces, including various gate reviews. ● Ensure the organisation achieves value for money during the project execution phase. ● Ensure quality control and construction standards are adhered to.
	<p>Stakeholder Management</p> <ul style="list-style-type: none"> ● Ensure efficient management of various stakeholders. These could include government, DTPC tenants, industry bodies, as well as the service providers. ● Ensure excellent technical service is provided to internal clients (other DTPC Divisions).
	<p>People Management</p> <ul style="list-style-type: none"> ● Manage and motivate staff to achieve maximum performance by training, mentoring & skills development. ● Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously. ● Plan for and manage recruitment needs for the area of responsibility. ● Ensures that the working environment contributes to improving staff morale and increasing productivity. ● Provides leadership that demonstrates the values of DTPC.
	<ul style="list-style-type: none"> ● Bachelors Degree in Engineering, Construction, Architecture, Project Management or any built environment qualification at degree level ● Preferred registration with the professional body, at a minimum as a candidate ● At least one membership and/or accreditation from the built environment professional bodies: e.g. Project management, engineering, etc. ● 7 Years experience as a project manager at a senior level, managing complex projects and a portfolio of projects, budget control, estimating, design and construction co-ordination and program/project scheduling ● 5 Years managerial experience – managing and developing a team of professionals ● Knowledge of CIDB, built environment regulations, PFMA and all related legislation (in particular the standard for infrastructure delivery management system) and relevant industry law ● Report Writing

	<ul style="list-style-type: none"> ● Relationship building at all levels ● Strong communication skills ● Adherence to the 5 DTPC corporate values ● Team player ● Attention to detail ● Planning, organizing and co-ordinating ● Ability to collaborate with key stakeholders and with colleagues internally across the organization ● Positive attitude and solutions driven ● Resilient
Employment Equity Preference	<p>Preference will be given to African Female candidates, as per DTPC's Employment Equity Plan.</p>
Recruitment and Selection Process	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> ● Shortlisting of CVs based on minimum requirements of the role; ● 1st Round Panel Interview; ● Psychometric Assessment/s; ● Verification Checks; ● 2nd Round Panel Interview, if required.
Verification Checks	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> ● Criminal; ● Credit (position of trust) and Financial dealings, if relevant to position; ● Qualifications; ● Reference Checks; ● South African citizen; and ● Positive verification of current remuneration package.
Remuneration and Benefits	<p>R976,348 – R1,464,562 Annual Package on a total cost to company basis. Cellphone allowance of R1,050 per month. Non-guaranteed performance bonus. 25 Working days leave per annum.</p>
Application Forwarding Details	<p>HR@dubetradeport.co.za</p>