

Project Manager (based in Cape Town)

We have a vacancy for a Project Manager, to be based in **Cape Town**.

If you appreciate a company culture that encourages ownership, innovation and client delight, you will thrive in our diverse, driven team.

Position Summary

Responsible for costing, estimating, planning and overseeing multiple projects from initiation and development to execution and follow-up, and ensuring best value is obtained for the successful project management. Lead and drive asset management projects including execution on site.

Key Accountabilities / Principal Responsibilities:

1. Manage Multiple Projects simultaneously

- Ensure client value, client retention, contained risk and project profitability
- Develop scope of works and detailed specification
- Communicate project plan with relevant stakeholders
- Monitor and manage the project progress and budgets
- Ensure project meets milestones within timeframes, quality and cost requirements
- Retain and develop client relationships
- Review projects and develop new strategies based on previous experience

2. Manage Project Budget

- Ensure budgeting and costing, estimating and planning of project
- Compile scope of works accordingly
- Prepare costing of assigned resources to each phase of the project
- Invoice all projects monthly in accordance with contractual agreements
- Identify and re-negotiate fee costs as soon as the need arises
- Manage “scope-creep” of out of scope work
- Manage budgets against projected costs
- Provide financial report to relevant stakeholders

3. Manage Risk

- Identify, mitigate and manage risk
- Initiate and manage decisions on behalf of the Client and Business during project execution

4. Quality Management

- Manage contractors, to deliver high quality, high value, professional product service
- Ensure legislation, and policies and procedures are strictly adhered to and implemented
- Implement Management protocols to ensure and manage productivity
- Ensure project is in accordance with QMS policies

5. Reports

- Report on project status to relevant stakeholders
- Manage client and contractor minutes and correspondence

6. Contracts Management

- Familiar with JBCC, COIDA, NEC, FIDIC, GCC contracts

7. Tenders

Compile Tender document for submission
Draft policies and manage procedures for all new tenders
Manage costing for tenders

8. Business Development and Sales

Identify business opportunities by identifying prospective clients and evaluating their position in the industry,
Research and analyse sales options
Serve as Company representative attending industry events such as SAPOA and FM Conferences
Network at these events, obtain business cards, look for business opportunities
Use personal network of contacts in the industry to identify potential business/project opportunities
Develop, manage and maintain sustainable relationships
Adhere to company goals through arranging meetings, researching and recommending new opportunities
Develop and present proposals
Act as professional point of contact to clients on all Project Management projects

It should be noted that, for operational reasons, it may be necessary to perform tasks other than those described herein from time to time.

Prescribed procedures may be amended by management as and when required.

Qualification Requirements and work-related experience

- Grade 12
- Diploma / Degree in Built Environment field
- Min 2-3-year Project Management experience on multiple projects
- Project planning
- MS Project
- Experience in managing resource levelling per project and outputs of these resources
- Asset Verification experience
- Experience in Tender compilation and costing of tenders

Professional Registration Body

SACPCMP registered as a Pr. CPM (Construction Project Manager) / or on way to registration

Functional Competencies

- **Planning and Organising**
Sets clearly defined objectives; plans activities and projects well in advance, and takes changing circumstances into account; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.
- **Drive for Results**
Sets high standards for quality of work, delivers projects on time and on budget to agreed quality standards; works in a systematic, methodical and orderly way; consistently achieves project goals; focuses on the needs and satisfaction of internal and external partners; accepts and tackles demanding goals with enthusiasm.

- **Deciding and Initiating Action**
Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks. Managing Performance
Takes responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
- **Diagnostic Information Gathering**
Identifies the information needed to clarify a situation, seeks that information from appropriate sources and applies skilful questioning to elicit the information.
- **Strategic Thinking**
Analyses the organisation's competitive position by considering market and industry trends, existing and potential customers (internal and external), and strengths and weaknesses as compared to competitors.
- **Entrepreneurial Orientation**
Identifies and seizes profitable business opportunities; willingness to take calculated risks to achieve business goals.
- **Communication**
Speaks fluently; expresses opinions, information and key points of an argument clearly; presents information with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility; structures information to meet the needs and understanding of the intended audience; presents information in a well-structured and logical way.
- **Applying Expertise**
Applies specialist and detailed expertise; expands job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different organisational departments and functions.
- **Following Instructions and Procedures**
Challenges authority only where necessary and appropriate; follows procedures and policies; keeps to schedules; complies with legal obligations and safety requirements of the role.
- **Analytical Thinking**
Tackles a problem by using a logical, systematic, sequential approach.
- **Thoroughness**
Ensures that one's own and others' work and information are complete and accurate; carefully preparing for meetings and presentations; following up with others to ensure that agreements and commitments have been fulfilled.

Values / Behavioural

- Open Communication
- Teamwork
- Accountability
- Respect
- Caring

Key Result Areas:

- Understand role of reporting to the business and client.
- Understand interworking with various teams to ensure client financial compliances.
- Understand that feedback and communication is critical to success.

Additional Responsibilities and Skills:

Have the ability to take on additional responsibilities. Incorporate the current and additional clients into existing processes and make effective decisions at strategic, technical and operational levels as and when that may be required.

Interested? Submit your CV now.

All vacancies advertised by Afroteq are in full adherence to South African labour legislation, including the Employment Equity Act, Labour Relations Act and Basic Conditions of Employment Act.

We strive to create an inclusive workplace that values diversity and welcomes applications from all qualified individuals, regardless of race, gender, disability, or any other protected characteristic.

Our recruitment process is fair and equitable, focusing on the qualifications, skills and experience that are relevant to each role. We ensure that all candidates are treated equally, and no discrimination will be tolerated.

By submitting your application, you consent to the processing of your personal information in accordance with the Protection of Personal Information Act 2014 (POPIA) for recruitment and hiring purposes.

For information on Afroteq, including more information on our company culture, visit our website at www.afroteq.co.za.

Please note, relocation costs will not apply.

If you don't hear from us in 14 days, consider your application unsuccessful.

Applications to be addressed to Matthew Toontjies: recruitment@fm-solutions.co.za

Closing Date for applications: Friday, 2 May 2025, by 16h00