

INTERNAL/EXTERNAL ADVERTISEMENT

DATE POSTED: 25 August 2024

CLOSING DATE: 30 August 2024

JOB TITLE: Senior Civil and Structural Engineer (24 months contract)

REGION: Eastern Cape Regional Office(East London)

The Mvula Trust, a leading developmental NGO, has the following exciting opportunity in the Eastern Cape Regional Office (East London)

The objective of the Position

Senior Civil and Structural Engineer is responsible for the design and physical integrity of buildings and other large structures, like tunnels and bridges. The main responsibility is to ensure the safety and durability of the project on which they are working. This role involves collaborating with various stakeholders to deliver projects that meet all regulatory standards and client specifications.

Key Performance Indicators

Project Design and Engineering:

- Conduct site investigations and analyze data to assess the feasibility and requirements of the project.
- Drafting the scope of works and contributing to preparing the Requests for Proposals to be issued to procure specialist studies.
- Liaise with external Consultants on the scoping, progress, quality and modifications of designs.
- Identify key inspection/witness points and conduct key work inspections,
- Supports the Engineering manager with the development of internal guidelines and engineering standards
- Carry out detailed civil and structural engineering designs.
- Timeously produce as-built drawings
- Produce accurate, concise, technical reports
- Prepare bills of quantities in line with the standard and project specifications.
- Assist the organisation with attending tender briefings, providing inputs into tender documentation, writing method statements, assisting with pricing calculations and providing general support during tender processes
- Comply with Quality procedures during full life cycle of project delivery process.
- Functioning as part of a project team, liaising with other professional team members, other engineering disciplines, and contractors
- Preparing detailed drawings, specifications, and reports
- Review designs from external service providers
- Technical support during construction to other professionals

Project Management and Construction:

- Close liaison with the site team to ensure issues are being managed in accordance with the various contract requirements.
- Provide engineering support and technical assurance to projects during the procurement, construction, commissioning, handover, and warranty period
- Regular/periodic reporting of civil construction status and updating the risk management.
- Address ad-hoc queries from Contractors on technical matters.

- Support the team with Interfacing with provincial authorities and national agencies regarding civil-related matters Ensure that all drawings produced are signed and issued to the site timeously.
- Programme and ensure that deadlines are met on the project.

Contract Administration:

- Ensure that all project contract requirements are implemented.
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- Initiate contractual claims as necessary.
- Prepare contract variations.
- Lead the civil works payment and variation certification process and be directly involved in any contractual disputes should they arise.
- Assist with reporting and processing monthly cost recording and processing.
- Ensure all Project Civil Reports are provided in accordance with the project and company requirements.
- Produce and/or assist in estimating with guidance on costings and commercial matters, including the provision/review of commercial schedules for tender submissions on other projects of the various quality and operation documents.
- Planning and management of the engineering aspects of projects in terms of scope, time, costs, and quality.
- Prepare Contract administration documentation based on GCC/JBCC/NEC3.

Qualifications and Experience

- A National Diploma/ BSc Eng/ B.Eng. in Civil Engineering or equivalent.
- Registered with ECSA as a Professional Technologist/ Engineer.
- At least 10 years' experience in a construction project environment.
- A sound technical and commercial understanding of the Civil and/or the construction Industry.
- Good understanding of the appropriate South African and International Standards and Regulations
- Experience with health, safety, and environmental risk mitigation controls.
- Excellent project and program management and administration skills.
- Knowledge of costing/pricing methodology.
- Proven experience in managing multiple stakeholders including service providers, communities, clients, and project teams is required.

Interested candidates are requested to e-mail their CVs to: recruitment@themvulatrust.org.za.

PLEASE DO NOT SEND ANY CERTIFICATES, DIPLOMAS OR TESTIMONIALS

N.B Interested candidates must avail themselves at any date, venue and time as determined by The Mvula Trust.

THE MVULA TRUST IS AN EQUAL OPPORTUNITY EMPLOYER. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORTLISTED CANDIDATES. IF YOU HAVE NOT HEARD FROM US WITHIN 30 DAYS OF THE CLOSING DATE, PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL. THE MVULA TRUST RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS.