

Durban University of Technology (DUT) is located on the warm east coast of South Africa. It sprawls over seven (7) campuses in tropical and picturesque Durban, and in Pietermaritzburg, with its undulating hills that flow over from the Drakensberg Mountain.

According to our *ENVISION2030* strategy, DUT's DNA has two strands, namely 'people-centred and engaged' and 'innovative and entrepreneurial'. These are interwoven intrinsically by a number of double pairs consisting of 'values and principles' that bind our double-helix together. The extrinsic expression of our DNA is via *The DUT-Way*; which demonstrates our collective character and behaviour.

The University's ultimate goal is to contribute towards improving the lives and livelihoods of all its people, both internal and external. DUT consistently strives towards excellence and greatness in teaching-learning and in research-innovation; something that has been recognized recently when *The Times Higher Education's World University Rankings* placed DUT within the top 500 of universities in the world and within the top 5 universities in South Africa. The enactment of these internationally recognized strengths is demonstrated in our impactful engagement internally and externally in service of our localities, the region and the country at large.

Real Estate Management- Infrastructure Projects

Post: Project Specialist (Ref: R245)

Minimum Requirements:

- Degree: QS/Civil Engineering/Project Management/ Construction Management
- 5 to 8 years' experience in QS/Civil Engineering/Project Management/ Building/ Construction management
- Communication.
- Leadership
- Decision-making
- Business acumen
- Organization
- Negotiation skills
- Strategy creation
- Risk management
- Analytical Skills
- Interpersonal Skills
- Attention to Detail

Summary of Duties:

- Provides project programs/plans/cash-flows plus Management Reports showing milestones & quality.
- Acts as team leader on projects.
- Co-ordinates duties and set targets for the various disciplines such as Quantity Surveyors, Engineers and Consultants.

- Liaises with Contractors and construction staff on progress of work.
- Inspects construction progress, quality materials, setting out of works and workmanship and issues site instruction orders.
- Draws up work descriptions and construction-related specification of projects.
- Checks that contractors are complying with the contract document.
- Assists with the administration of progress payment certificates and signs invoices within prescribed limits.
- Conducts post-project evaluation of service providers and reports to Project Manager.
- Report to the Manager: Special Projects or other project managers as required.
- Review budgets, including staffing, work plans, and fee structures.
- Processes orders, payments, etc.
- Attends/chairs site and progress meetings.
- Attends to the scanning and printing of documents/drawings.
- Files product literature and drawings

Salary: Market related

Contact Person: Miss. BZ Ngcobo
Email Address: HCSRecruitment@dut.ac.za
Status of Position: Permanent

Please complete an **official application for employment form** and send a **detailed CV, copies of ID, qualifications** and a **covering letter** with the **exact name of the post you are applying for** to: HCSRecruitment@dut.ac.za

Kindly note:

Communication will be entered into with short-listed candidates only. Only applications made on our application for employment form would be considered.

Closing date: 21 April 2023 @ 16:00pm

“While DUT strives for equal opportunities, preference will be given to suitable candidates in terms of the University’s equity policy” The University reserves the right NOT to make an appointment.