

1. Addendum A: Tools and software requirements

Equipment, Tools, and Software to be provided by the *Service provider* (included in rate) includes the items listed in table below.

The *Employer* takes note that standard licensing fees would apply if additional users of the *Service provider's* software are required.

This does not apply to design package task orders issued whereby the use of the software is included in the service to be provided by the *Service provider*. Further to this, the resources will be fully competent to operate software without further training being provided. Licensing fees will be payable on actual costs incurred by the *Service Provider*, including handling costs to acquire the licences.

For office-based resources, the *Employer* will provide the communication equipment including Laptop with data connection and data bundles. In addition, the *Consultant* will be responsible for ensuring that all resources return the laptops to the *Employer* when they resign or at the completion of their contracts. The *Consultant* will be liable for the replacement of the laptop at the replacement value if the laptop gets damaged, lost, and not returned.

Where access to bespoke software / tools are required, Eskom will free issues requisite software, for temporary use only, under the auspices of Eskom licensing agreements. Alternatively, at Eskom's discretion, laptops / tools with the relevant Eskom software / network access to suit the relevant purchase order will be free issued.

Provision of Personal Protective Equipment (PPE) in accordance with the relevant Eskom standards and OHS Act. Standard issue is limited to a hardhat, goggles, earplugs, reflector vest, safety boots, cost will be borne by the *Service provider*.


Resources will have suitable vehicle for travelling compliant to Eskom requirements.

Medical certificate (fit for work will be performed, entry, periodic and exit medical). Medical costs will be borne by the *Service provider*.

Business Area	Tools and software requirements	
Transmission Projects Delivery (TPD)	Provision of Personal Protective Equipment (PPE) in accordance with the relevant Eskom standards and OHS Act.	
	Standard issue is limited to a hardhat, goggles, earplugs, reflector vest, safety boots; cost will be borne by the <i>Service provider</i> .	
	Site resources will have suitable vehicle for travelling on site	
	Office resources will have suitable vehicle for travelling to site	
	Medical certificate (fit for work will be performed, entry, periodic and exit medical). Medical costs will be borne by <i>Service provider</i> .	
	Site supervisor	Tools to perform duties including, but not limited to: <ul style="list-style-type: none"> Aluminium Pilot Briefcase 5M Tape Digital Camera 3 x Memory Cards Rubber Mallet Binoculars 240/12V Charger with 4 rechargeable batteries

		Standard supply to all Site Supervisors, cost will be borne the Service provider.
	Site Manager	<ul style="list-style-type: none"> • Aluminium Pilot Briefcase • 5M Tape • Digital Camera • 3 x Memory Card • Rubber Mallet • Binoculars • 240/12V Charger with 4 rechargeable batteries • Vernier • Measuring Wheel • Laser Rangefinder <p>Standard supply to all Site Supervisors, cost will be borne the Service provider.</p> <p>The Laser Rangefinder will be returned to the <i>Service provider</i> once Site Manager leaves site</p>
		Provision of communication equipment including Laptop with data connection and data bundles, Microsoft Office software, cell phone with airtime
		<p>Portable printer and stationery (for site personnel, if not provided in site office)</p> <p>This is for the printer only. Actual costs for printing will be claimed as a reimbursable</p>
All site-based Resources		Provision of communication equipment including laptop with data connection and data bundles, Microsoft Office software, cell phone with airtime to be provided by the <i>Service provider</i> .

2. Addendum B: Task order template

	Task Order Template	Template Identifier	240-147869146	Rev	1
		Document Identifier	N/A	Rev	N/A
		Effective Date	01 January 2018		
		Review Date	July 2022		

TASK ORDER NO.: xxxxxxxxxxxxxx Sequence?

TITLE OF THE CONTRACT: PROVISION OF PROJECT MANAGEMENT SERVICES - CONTRACT
NUMBER xxxxxxxxxxxxxx

SERVICE PROVIDER: xxxxxxxxxxxxxxxxxxxxxxxx		EMPLOYER: Eskom Holdings SOC Limited	
Contact Person: Mr xxxxxxxxxxxxxxxxxxxxxx Service provider Representative		Contact Person: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
Address: Xxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxx Telephone No.: +27 xxxxxxxxxxxx Fax No: +27 xxxxxxxxxxxx		Address: 1 Maxwell Drive Megawatt Park, Block B, 3 rd Floor SUNNINGHILL, SANDTON Telephone No.: +27 11 516 7479 Email.: +27 86 662 3119	
THE TASK IS:		xx	
Please carry out the Task in accordance with the above referenced contract which includes the data stated in this Task Order.			
Task Start Date is: one day after last signatory		Task End Date is: put a date	

DETAIL DESCRIPTION OF THE TASK

1. Background

2. SCOPE OF WORK

3. DELIVERABLES

4. ACCESS (25.2)

The *Employer* will provide access to the relevant Eskom Sites and Offices.

5. PROGRAMME (31.1 and 32.2)

The *Service provider* shall provide a first programme for acceptance within one week of the start date.

6. QUALITY (40.2)

The *Service provider* will provide a Quality Policy Statement and a Quality Plan within 2 weeks of Task Order signing.

7. DELAY DAMAGES (X7.1 and Z11)

Not Applicable.

8. TRANSFER OF RIGHTS (X9)

Reference to "As per Task Order" not Applicable.

9. KEY PERFORMANCE INDICATORS (X20)

KPI's for this task order will be discussed and implemented as per required deliverables.

10. COST ESTIMATE – to confirm if we need to add VAT or exclude VAT

*Expenses are claimed as per cost incurred and accompanied by the supporting documents.

*Hours worked are subjected to the completion of time sheets, signed off by the *Service provider* Project Resource(s), Employer's Project Manager and *Service provider's* Representative.

*No overtime, Weekend's, or Public Holidays rate, only Task Order rate is applicable.

*Annual leave and sick leave days are not claimable.

*The cost table reflects the estimated hours, capped at a maximum allowed claimable from the *Employer* within the Task Order duration.

* The *Service provider* will be paid based on actual hours worked and outcomes delivered.

* The *Service provider* proceeds to deploy the resources as proposed during the RFP process. Should any of them not be available at the start date, such resources be replaced with resources of equal standing.

* The resources CV forms part of this Task Order.

11. SUPPLIER DEVELOPMENT AND LOCALISATION (SD&L)

Successful supplier will be obligated to train 1 candidate for every R3.5 million accumulated through task order awarded to the supplier; this obligation will be for the duration of the contract. The duration of the task order will not be linked with the supplier's obligation to train; therefore, the supplier will have to ensure that the skills committed are successfully achieved by the end of the contract period. Skills candidates shall be sourced from South Africa. The purpose is to provide these candidates with skills and workplace experience to increase the opportunity for them to be employable within the industry. The supplier may develop the candidates directly, through their supply network or through the SETA accredited training providers.

12. TRANSFER OF SKILLS

The *Service provider*, within the Task Order execution period or part thereof, may be required from time to time and depending on the nature of the Task to actively train candidate learners. The skills transfer process may take place in the *Service provider's* offices, the *Employer's* office or on site, as agreed with the *Employer*. During this period, the candidate will remain in the employ of the *Employer* or as otherwise agreed. The *Service provider* has the right to refuse a candidate in the event that the identified candidate is not qualified, committed, or for any other legitimate reason. The training programme will be put in place by the *Employer*. The cost of the training shall be borne by the *Employer*.

Signatures

Requesting Manager:

	<p>.....</p> <p>SIGNATURE</p>	<p>.....</p> <p>DATE</p>
<p>Supported by: Senior Manager:</p>	<p>.....</p> <p>SIGNATURE</p>	<p>.....</p> <p>DATE</p>
<p>General Manager:</p>	<p>.....</p> <p>SIGNATURE</p>	<p>.....</p> <p>DATE</p>
<p>Contractual Compliance Review:</p>	<p>.....</p> <p>SIGNATURE</p>	<p>.....</p> <p>DATE</p>
<p>Accepted by the <i>Service provider</i>:</p>		

 SIGNATURE DATE
<i>Employer's Representative:</i> SIGNATURE DATE

3. ADDENDUM C: TRAVEL AND SUBSISTENCE EXPENSES, RATES, TOOLS, AND SOFTWARE

3.1 Travel and Subsistence Expenses:

- (a) All travel and subsistence expenses should be managed according to the National Treasury guidelines for compliance with cost containment measures to all travellers travelling on official business trips.
- (b) All claims must be accompanied by detailed supporting documents and must be claimed within one calendar months of incurrence.
- (c) All travel not stated on the Task Order will need to be pre-approved by the Requesting Manager. Revised rates will be sent to the Service Providers as and when revised.
- (d) **Mileage:** Only business-related KM's will be reimbursed at the KM rate stated approved by South African Revenue Services (SARS). Home- work home is not reimbursable. The traveller must attach the kilometre calculation to the expenditure claim to verify that the kilometres claimed are reasonable. The traveller should attach proof of reputable map (e.g., Google Maps) confirming the distances between the two locations. Parking and tollgate costs incurred while on official business trip are reimbursable. The traveller must supply the proof of expenses on original receipts when submitting a claim. All supporting documents such as claim receipts and invoices should be in the language of the contract.

The following shall comply with the provisions in the National Travel Framework provisions:

- (e) Business Travel
- (f) Accommodation for Business Travel
- (g) Car Rentals
- (h) Domestic and International Flights
- (i) Cost of Meals
- (j) Travel Bookings
- (k) International Travel and Subsistence
- (l) Fixed Daily Allowance
- (m) General Principles
- (n) Engagement of Travel Management Companies (TMC)
- (o) Reimbursable Expenses
- (p) Non-Reimbursable Expenses

3.2 Rates: Refer to the Bill of Quantities

Overtime is to be pre-approved and paid at the normal hourly rate.

Note: Fixed daily subsistence allowance is not applicable should the employee already be local to site (i.e., primary residence and the site camp is in same vicinity).

Training as part of the *Service provider's* succession plans is for the *Service provider's* account.

The applicable sites and allowance will be discussed and agreed with the *Employer's Representative*.

4. ADDENDUM D: INVOICING

Eskom e-invoicing procedure to be followed:



Date: 011 March 2022
Enquiries: FSS Contact Centre
Tel: 011 800 5060

Dear Vendor

SENDING LOCAL INVOICES ELECTRONICALLY TO NEW EMAIL ADDRESS

Due to internal Eskom changes the email address for local invoice submission for Power Delivery Projects has changes as per below.

The new email address that should be utilised for:

- Local Eskom invoices: invoiceseskomlocal@eskom.co.za
- For foreign invoices will continue using: InvoicesgrpcapitalPDP@eskom.co.za
- Your company can request a park invoice report from the Finance Shared Services (FSS) contact center which can then be followed up and corrected. You are welcome to forward the details of invoices corrected to the FSS contact center.
- All queries and follow up on local invoice payments should be made by contacting the FSS Contact Centre:
 - Tel: 011 800 5060
 - e-mail: fss@eskom.co.za

The aforementioned changes will be implemented from 01 April 2022.

Yours sincerely

Eskom Shared Services

Shared Services
Finance
3 Simba Road, Sunninghill
Tel +27 11 800 8111 www.eskom.co.za
Eskom Holdings SOC Limited Reg No 2002/016627/06

5. ADDENDUM E: PROJECT MANAGEMENT SERVICES JOB PROFILES

Service Category Description	Job Outputs as per the Job Profile	Qualification & Experience
Programme Manager	<p>Accountable to ensure that the Project Life Cycle Model (PLCM) is effectively implemented within a programme and ensure that the complex projects in the programme are completed on time, within cost, quality and employing relevant resources optimally in the Portfolio.</p> <p>Manage programme, accounting, costing and cost control systems.</p> <p>Manage project planning and schedule control systems Ensure project contracting.</p> <p>Ensure project administration and reporting Implement project management discipline and knowledge in the programme.</p> <p>Manage programme and project management skills development.</p> <p>Manage programme project cost estimation.</p>	<p>B-Degree/B Tech in Built Environment/ Commerce/Human Sciences at NQF 7 with 360 credits. Minimum Experience: 7 years in Project Management / Construction Management.</p> <p>Professional Registration: Registered with the South African Council of Project and Construction Management Professionals (SACPCMP) as a Professional</p> <p>Construction Project Manager (Pr.CPM).</p>
Project Manager	<p>To manage and direct the activities of resources allocated to projects into a cohesive, efficient manner as well as to administer and execute projects within cost, quality, and time</p> <p>Managing Project Safety, Health, Environmental and Quality aspects.</p> <p>Resolving disputes and conflicts among team members by:</p> <p>Providing measures for disputes to be lodged.</p> <p>Applying the NEC principles and contract conditions.</p> <p>Escalating unresolved disputes to the next level or mediation.</p> <p>Develops a project execution plan for project.</p> <p>Ensuring project activities are scheduled.</p> <p>Costing activities in line with work breakdown structure (WBS).</p> <p>Confirming milestones with stakeholders and customers.</p> <p>Implementing design freeze and project baseline.</p> <p>Ensures that control measures for cost, time and quality are in place, monitor performance.</p>	<p>B-Degree/B Tech in Built Environment, 5 years experience in Substations and Lines environment.</p> <p>Professional Registration: Registered with the South African Council of Project and Construction Management Professionals (SACPCMP)</p> <p>Construction Project Manager (Pr.CPM).</p>

	<p>Ensures that an effective communication system is in place to provide timeously feedback for management, client, and customers.</p> <p>Ensures that contracts are managed in a way that is fair to both Eskom and the <i>Service provider/Contractor</i>.</p> <p>Ensures the commissioning and input into CO of new assets.</p> <p>Key performance areas:</p> <p>Project planning,</p> <p>Project control on cost, time, and quality,</p> <p>Project contract management,</p> <p>Project material management,</p> <p>SHEQ management,</p> <p>Project communication and reporting,</p> <p>Outage and commissioning management.</p> <p>Tasks and deliverables to be executed / developed during the Concept and Definition Phases of the project</p> <p>General and Project Management</p> <p>Responsible for the management of the project Interfaces inside Transmission (Grid Planning, Grids, Engineering, Construction Management, Lands and Rights, etc.) and where applicable outside Transmission (external customers, stakeholders, Distribution, Generation, etc.).</p> <p>Responsible for the Concept and Definition Phases of the project</p> <p>Organise and chair meetings</p> <p>Lead and control other disciplines to develop deliverables required by the project</p> <p>Follow up on deliverables</p> <p>Communicate</p> <p>All meetings, decisions, studies, etc. will be properly documented</p> <p>Report</p> <p>Management of project related budgets and costs including working on SAP PPM</p> <p>Project management deliverables</p> <p>Project charter</p> <p>Estimates for different phases of the PLCM (more detail below in estimating)</p>	
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	<p>Project time plan – duration, lead-times, sequence, start-finish, critical part, etc. Schedule to be detailed enough to do time-based costing, identify milestones and assist with procurement strategy, but need not be a very detailed execution schedule. Schedule to include dates/milestones for project approval.</p> <p>Compile, establish and manage internal and external contracts for the development work during the Concept and Definition phases of the project where needed</p> <p>Project reviews / Project Definition Readiness Assessments (PDRA's)</p> <p>Obtain the required Concept, Definition and Execution Release Approvals (CRA, DRA, ERA) for the development and implementation of the project.</p> <p>High level plan/schedule for meeting project development targets</p> <p>Responsibilities (RACI matrix) and stakeholder plan</p> <p>Project development reports</p> <p>Project managing the concept and detail design and engineering deliverables as listed below</p> <p>Integrated Substation, PTMC, Line and Telecomms concept and detail designs and design reports</p> <p>Design governance approvals</p> <p>Associated engineering labour cost estimates</p> <p>Scope and design freeze</p> <p>Constructability assessments</p> <p>Specific studies needed for the project</p> <p>Proformas for long lead items</p> <p>Specifications and requirements for tender purposes including packaging requirements for “EPC type” contracting</p> <p>Estimating</p>	
Cost Engineer	<p>To provide a cost engineering support and advisory service for Eskom through the development of the baseline project cost estimate, cost, and funding plans over the life of project.</p> <p>Provides guidance, direction, and specialized assistance for the resolution of project cost control problems.</p> <p>Develops, Implements, and Maintains Cost Engineering Infrastructure.</p> <p>Financial Management.</p> <p>Performs relationship management with key stakeholders.</p>	<p>BSc Engineering (or equivalent)</p> <p>Advantage Cost Engineering/Financial</p> <p>5 years' experience in the following:</p> <p>Cost Engineering and Financial management,</p>

	<p>Provides expert advisory services to Project Managers regarding all cost engineering related issues.</p> <p>Development and training of new recruits.</p>	
Senior Planner /Scheduler	<p>To provide effective planning and scheduling advisory support service to the project to ensure the project is well planned and scheduled for timely completion.</p> <p>Providing a planning and scheduling function to the project throughout all stages of the project.</p> <p>Perform project execution and progress planning and scheduling.</p> <p>Manage the master schedule and database.</p> <p>Coordinate the updating of plans and reporting on progress.</p> <p>Mentor and coach new planner and schedulers.</p>	<p>B-Degree /B. tech in Built Environment /Human Sciences at NQF 7 with 360 Credits.</p>
Senior Advisor Professional QS	<ol style="list-style-type: none"> 1. Provide cost advice and cost planning support. 2. Provide advisory support on contract documentation. 3. Provide advisory support on tendering and contractual arrangements. 4. Provide advisory support on contract services. 5. Provide professional mentoring and coaching to quantity surveying personnel. 6. Comply to all Eskom and site related governance and safety, health, environment, risk and quality (SHERQ) requirements. 	<p>Minimum Qualification Requirements: Related Minimum Experience: Years: 5</p> <p>Honours/BSc Degree in Quantity Surveying</p> <p>/Contracts Management at NQF 8 with 480 Credits</p> <p>And Registration with the South African Council for the Quantity Surveying Profession (SACQSP) as a Professional Quantity Surveyor (PrQS)</p>
Quantity Surveyor	<p>Perform functions and advise on quantity surveying standard services.</p> <p>Draft cost estimates for capital projects.</p> <p>Monitor <i>Service provider</i>, <i>Contractors</i>, and supplier performance in terms of quantity and costs.</p> <p>Draft, review, measure, and control enquiry documentation.</p> <p>Reconcile and forecast expenditure.</p> <p>Mentor and Coach personnel.</p> <p>Evaluation of tenders and quotations for variations submitted by <i>Contractors</i>.</p> <p>Assessment of work valuations Creating payment certificates.</p>	<p>Bachelor's degree in Quantity Surveying with 2 - 4 years' experience/</p> <p>B-Tech Quantity Surveying with 3 - 5 years' experience/</p> <p>National Diploma Quantity Surveying with 5 - 7 years' experience.</p> <p>professional registration: Registered with the South African Council Quantity Survey Profession (SACQSP).</p>
Quality Assurance Advisor	<p>Providing a quality consulting service by developing, implementing and maintaining a Quality and Risk program for TPD sites that will build the required culture, developing</p>	<p>B Degree/B. Tech in built environment with specialist training in Quality Management.</p>

	<p>and implementing an effective and practical system that will ensure world class Quality practices, ensuring the compliance of TPD to all Quality Requirements as set out by SANS standards, legislation and Eskom directives, taking accountability for the achievement and retention of Quality ISO certification where applicable.</p> <p>Advising the TPD Management Team of potential hazards and/or conditions that may threaten TPD's reputation.</p> <p>Managing the continuous assessment and improvement of TPD's Quality, developing, and maintaining Quality related awards that will create the desired culture within TPD.</p> <p>Liaising with internal and external bodies with respect to future quality related developments, and trends, providing a consulting service to Management, Employees and Sections on Quality related matters and networking with clients, suppliers, and other organisations to ensure the implementation of the most appropriate solutions.</p> <p>Performing internal auditing by managing the conducting of regular audits and inspections to ensure that laid down quality standards are met.</p> <p>Maintaining an effective Internal auditing process that will ensure that TPD will continue to comply with the quality certification requirements.</p> <p>Interpreting and reporting to the TPD Management Team the quality audit results as well as remedial action plans, facilitating regular external audits by the appointed TPD Certification Body.</p> <p>Proactively identifying improvement opportunities, proposing solutions whilst performing audits, facilitating the internal management auditing process, analysing and trending of historic audit results to identify areas of concern.</p> <p>Maintaining a risk program by planning and organising quality Inspections and Risk audits.</p> <p>Identifying non-compliances and improvement opportunities in the work environment and implementing corrective actions.</p> <p>Scanning of legislative requirements; informing management and staff of relevant changes thereto, ensuring compliance to legislation and Eskom Directives.</p> <p>Managing staff appointments in terms of prescribed ISO requirements.</p> <p>Determining quality and risk training needs and identifying interventions to address these requirements Implementing an effective corrective action process that will address root causes and recurring incidents and liaising with the Accreditation Body in terms of matters relating to the ISO compliance by CEO.</p>	<p>5 years' experience in Lines and Substations.</p>
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	<p>Creating quality awareness and culture by implementing an effective Quality communication and promotion plan</p> <p>Developing and implementing an award system that will recognise individual achievements and contribute towards achieving the Quality goals of TPD</p> <p>developing and implementing a set of quality KPI's and criteria that will monitor the performance of TPD, implementing a Quality promotional strategy that will encourage the desired culture and developing and presenting of awareness interventions and induction programs.</p> <p>Performing quality administration by developing, implementing and maintaining an effective documentation management system,</p> <p>Managing and controlling the reviewing and updating of processes within the quality system, managing the integrity of the quality documentation system and ensuring the arrangement of quality related meetings in accordance with relevant policies.</p>	
Site Manager	<p>Site Manager, who will be responsible for being the Project Manager's representative on site will be responsible for overseeing the overall construction activities, arranging site access, line outages and assist with line crossing arrangements, progress reporting, quality control of the project works, line inspections for take-over/handover, site administration and the management of site resources (See other Site resource responsibilities for further detail).</p> <p>Monitor and ensure compliance of <i>Contractors</i> and personnel to project risk and safety plan.</p> <p>Resolves disputes and conflicts among team members.</p> <p>Manages site team and updates site activities on project execution plan.</p> <p>Manages control measures for cost, time and quality.</p> <p>Provides effective and timeous feedback to Project Managers.</p> <p>Monitors and verifies that contracts are managed in a way that is fair to Eskom and the <i>Contractor</i>.</p> <p>Maintain proper site administration and filing function to cater for all site related issues and correspondence. Reports to be complete and proper photos taken for all work done.</p> <p>Ensure that the materials supplied by the Client/<i>Contractor</i> are correct in quantity and quality on site according to approved design. Monitor and report quantities and quality of materials issued by the Client/ <i>Contractor</i> on site.</p> <p>Ensure materials are stored according to related specifications and standards.</p>	<p>Electrical/ Mechanical/ Civil National Technical Diploma (College/TVET College) - 10 years in Electrical / Mechanical / Civil Engineering environment.</p> <p>Or Electrical/ Mechanical/ Civil National Diploma - 5 years in Electrical / Mechanical / Civil Engineering environment.</p> <p>Or B-Tech/ B-Eng. / BSc in Electrical/ Mechanical/ Civil - 3 years in Electrical / Mechanical / Civil Engineering environment.</p> <p>Previous experience of site management on the Eskom Lines and Substation Construction projects will be advantageous.</p>

	<p>Record all the defect materials and submit a report to the Project Manager/SHEQ Manager/Senior Quality Advisor.</p> <p>Keep accurate site diary and log sheets (Daily reports, check sheets, photos Data Base, Material, etc.).</p> <p>Supply all information daily/weekly for the completion and management of the Eskom Site Management System.</p> <p>Manage drawing register and drawing updates on site and report.</p> <p>Manages the commissioning process of new assets.</p>	
Project Coordinator	<p>Provide an effective service to support the Project Manager to ensure that all capital projects are completed within time, cost and quality constraints while optimising all resources used.</p> <p>Supports the Project Manager in Project Planning and capital programme by Supports the Project Manager/Project Engineer in project engineering.</p> <p>Supports the Project Manager in cost control.</p> <p>Ensures the timeous supply of project material by monitoring the progress of orders liaising with Eskom stores and/or Suppliers in respect of deliveries to site.</p> <p>Co-ordinates all site personnel and Contractors functions on allocated projects to ensure project completion within time, cost, and quality.</p> <p>Arranges and co-ordinates all outages required for the commissioning of projects.</p> <p>Key performance areas:</p> <p>Project planning.</p> <p>Project control on cost, time, and quality.</p> <p>Project contract management.</p> <p>Project material management.</p> <p>SHEQ management.</p> <p>Project communication and reporting.</p> <p>Outage and commissioning management.</p>	<p>National Diploma (Engineering) (Technical)</p> <p>Management of projects and construction sites - 3 years.</p>
Project Planning & Scheduling Officer	<p>Provides complex advisory services in project planning and scheduling.</p> <p>Facilitate and ensure policies and procedures are implemented, Research, identify and implement best practices</p> <p>Manages master schedule and database.</p>	<p>National Diploma in Built Environment.</p> <p>Advantage Project Management Diploma.</p> <p>7 years' Experience in construction and planning experience.</p>

	<p>Planning and scheduling during early stages of Project lifecycle.</p> <p>Develop project plans for project scope, coordinate the development of a WBS, compiling project networks, review <i>Contractor/Service provider's</i> programs.</p> <p>Coordinate updating of construction/project progress.</p> <p>Identify deviations from critical paths and proposes solutions to revert to original programs.</p> <p>Reporting of actual progress, identify variances, highlight potential problem areas, and recommend corrective action, S-curves/earned value management.</p> <p>Forecast project completion dates.</p> <p>Resource scheduling.</p> <p>Provides necessary training.</p>	
Site Supervisor	<p>Provide supervision of the site contracts. The scope of supervision includes supervision, monitoring, and assurance on the following:</p> <p>Adherence to application and enforcement of latest revisions of applicable <i>Employer's</i> policies and procedures, as amended from time to time.</p> <p>Ensure all personnel and activities comply with relevant health, safety, and environmental standards & procedures (Eskom and Legislative). Conduct safety risk assessments where high risk plant is working.</p> <p>Monitoring and report <i>Contractor</i> working hours/manpower numbers, including the sub-<i>Contractors</i> and visitors on site and overtime to ensure that it is within the project specifications and requirements.</p> <p>Ensure that good housekeeping practices are followed and maintained by all personnel on site.</p> <p>Communicate and report to Site Manager/Project Manager/SHEQ Manager/Senior Advisors (Safety/Environment).</p> <p>Complete the daily SHE checklists and data base forms to ensure compliance to SHE requirements and any other checklist communicated. Maintain all the necessary SHE forms/records.</p> <p>Report all incidents to the Site Manager /Project Manager/SHEQ Manager.</p> <p>Plan daily tasks according to site program, <i>Contractor's</i> schedule, and approved method statements.</p> <p>Monitor and report the <i>Contractor's</i> progress in terms of the approved schedule.</p>	<p>Electrical/ Mechanical/ Civil National Technical Diploma (College/TVET College) - 7 years in Electrical / Mechanical / Civil Engineering environment.</p> <p>Or Electrical/ Mechanical/ Civil National Diploma - 3 years in Electrical / Mechanical / Civil Engineering environment.</p> <p>Or B-Tech/ B-Eng. / BSc in Electrical/ Mechanical/ Civil - 2 years in Electrical / Mechanical / Civil Engineering environment.</p> <p>Previous experience of site management on the Eskom Lines and Substation Construction projects will be advantageous.</p>

	<p>Provide all daily reports (database and other), documents, photos, labour and equipment information etc.</p> <p>Approved method statements to be communicated to all role players and monitor that the work is done accordingly.</p> <p>Be familiar with the contract documents, drawings, schedules, specifications, and method statements to monitor and report all construction works in terms of quality, time, and cost.</p> <p>Inspect the work done on site in accordance with specifications / instructions and re-measure where required.</p> <p>Inspect the <i>Contractor's</i> equipment in his presence and observe the way the work is carried out.</p> <p>Assist in the visually checking of the delivery instruction note applicable for free issue materials.</p> <p>Carry out inspections, witness tests and complete all relevant forms as required by the various standards and procedures. Issue of NCR's when deviations are noted.</p> <p>Carry out audits and surveillances as directed. (Vehicles, equipment on site, activities etc.).</p> <p>Issue Non-conformances, punch lists and applicable instructions in line with Eskom's Quality Management System in liaison with Site Manager /Project Manager/Senior Quality Advisor/SHEQ Manager where applicable.</p> <p>Submit all the Non-conformance issued to SHEQ Manager/Senior Advisors (Quality/Safety/Environment).</p> <p>Follow procedure of issuing all relevant documents and communication before issuing site instruction. Inform Project Manager.</p> <p>Issue site instructions to complete work as per safety standards/contract specifications on instruction from Project Manager. (Monitor compliance).</p> <p>Manages the commissioning process of new assets.</p>	
Contracts Manager	<p>To manage a complete and effective discipline contracts management service across the lifecycle of a project through collation, costing, evaluation, dispute resolution, administration, and controls of contracts on portfolio of projects.</p> <p>Plan, control, and report on the usage of task orders for professional services and other engineering/construction contracts. Determine the need for external capacity in functional areas by updating of TPD resource planning model on a quarterly basis. Assess and evaluate performance of Service provider and Contractors against the contract and maintain records for auditing purposes. Deliver contract management control and administration services, including managing contract compliance</p>	<p>LLB Degree /</p> <p>B Tech in Built environment, Commerce or Human Sciences.</p> <p>Minimum Experience:</p> <p>4 years related experience of Contracts Management in Built environments.</p>

	assurance information to minimise contractual risk to Eskom, review, and report on areas of non-compliance. Manage and report the provision of a contracts management service and ensure the validation and maintenance of accurate information in the designated system. Initiate contracts management analysis and provide reports, manage and report on contractual analysis, identify variances, claims and compensation events, and highlight potential problem areas. Advise on cost containment approaches on projects and monitor compliance. Manage and resolve contract disputes, adjudications, arbitrations and legal proceedings. Manage contract documentation, selection, population, collation, and compilation for approval. Manage and conclude tender evaluation processes, contract clarifications and cost negotiations. Manage team performance development of skills, knowledge, and capabilities. Manage compliance with all Eskom and site related governance and safety, health, environment, risk, and quality requirements.	
Quality Assurance Officer	Ensure the implementation, administration, and review of a quality assurance program. Ensure the implementation and review of the quality control program. Ensure the performance for site and supplier inspections. Ensure the development and preparation inspection checklists and quality control plans. Ensure the procurement and supplier assessment for the project. Ensure the issue and review for all non-conformances on supplier's and follow-up on corrective and preventive actions until closure. Ensure the measurement and reporting of quality performance. Ensure the staff and resource of the section.	Diploma (in built environment with specialist training in quality management). 5 years' experience.
Officer Documentation	Management and maintenance of Eskom project specific documentation control procedures. Supporting project team in required copy work, printing, distributing of documentation and general queries. Maintain revision control and distribution of Eskom documents. Controls and maintains the review cycles and audit trails of all incoming and outgoing project documents submitted. Managing electronic media/library.	3-year Business Admin Diploma or equivalent/ 3 years' experience in Project & Documentation management.
Assistant Project Officer	Provide a project accounting service to the Officer Project Services / Project Co-ordinator Engineering. Provide a project estimation administration service. Prompting the acquisition of materials required. Provide project tracing and control service. Support cost flows to and from projects.	National Diploma in Accounting/ Commerce / National N Diploma in Accounting/Commerce at NQF 6 with 240 Credits Related Minimum Experience: 2 years Experience in a Projects environment

Officer Project Services Support	Provide support to project accounting. Provide support to investment management. Provide support to project administration. Provide support to capital related resources.	National Diploma/ in Built Environment/Commerce/Human Sciences at NQF6 with 240 credits Related Minimum Experience: 3 years Project support services/project controls/project management
Contract Administrator	Provide contract administration services during Project life cycle. Advise as contract specialist. Support Contract manager in Contractor communication and performance management of contractors. Participate in Procurement Process, evaluation, and adjudication. Provide contract administration support and advice. Communicate safety, health, environment, risk quality and technical contract requirements.	Minimum Qualification Requirements: Related Minimum Experience: National diploma: Built environment NQF6 and 3 years' experience in contract administration, engineering, and construction contracts
Officer: Documentation & Records Management	Control project documents and records throughout their lifecycle within the designated system. Implement and support compliance to documents and records management processes, systems, and tools. Support the delivery of project handover documentation to the client. Liaise and maintain communication and relationships with internal and external stakeholders. Comply with all Eskom and site related governance and safety, health, environment, risk, and quality (SHERQ) requirements.	National Diploma Information Science/Archive Management/Library Science/Library Science/Human Sciences/ Built environment at NQF 6 with 240 Credits Related Minimum Experience: 3 years in Documentation Management / Knowledge Management / Project Management
Manager Commissioning Unit	Supervise the delivery of the commissioning operations and output for the unit. Manage and harmonise the interface and integration of systems, disciplines, and plant. Manage and drive all commissioning and optimisation of the plant to ensure proof of operability and reliability prior to and after commissioning. Manage and resolve commissioning plant risks and incident investigations. Manage team performance, development of skills, knowledge, and capabilities. Manage communication and relationships with key stakeholders. Manage compliance with all Eskom and site related governance and safety, health, environment, risk and quality (SHERQ) requirements.	B-Degree / B-Tech + 5 (NQF 7 + 360 credits) Related Minimum Experience: 5 years Construction Project Management / Engineering
Senior Advisor Commissioning	Evaluate and advice on the reliability and operability of the plant. Advise on the quality assurance, progress, and successful completion of the commissioning activities against the contractual requirements. Advise and provide recommendations on the interface and integration of systems, disciplines, and plant. Advise and report on the identification and treatment of risks of the overall plant during commissioning. Mentor and coach commissioning management personnel. Comply to all Eskom and site related governance and safety, health, environment, risk, and Quality (SHERQ) requirements.	B-Degree / B-Tech + 5 (NQF 7 + 360 credits) Related Minimum Experience: 5 years Commission / construction project management / engineering.

Senior Advisor Commissioning Handover	Assure and report on the commissioning effort for the successful handover of plant. Coordinate the input of key stakeholders for the takeover of documentation and plant from the contractors. Coordinate the input of key stakeholders for the handover of documentation and plant the client. Advise and report on the identification and treatment of risks of the overall plant during commissioning and handover of plant. Mentor and coach commissioning personnel. Comply to all Eskom and site related governance and safety, health, environment, risk, and Quality (SHERQ) requirements.	B-Degree / B-Tech + 5 (NQF 7 + 360 credits) Related Minimum Experience: 5 years Commission / construction project management / engineering.
Senior Supervisor Commissioning	Implement the activities detailed in the commissioning plan. Prepare and implement the commissioning of the plant and participate in the commissioning procedure review process. Provide support in all integration activities with the relevant disciplines for the delivery of the commissioning effort. Provide support in the assessment and treatment of risks of the overall plant during commissioning. Comply to all Eskom and site related governance and safety, health, environment, risk, and Quality (SHERQ) requirements.	N-Dip + 3 (NQF 6 + 240 credits) Related Minimum Experience: 3 years Commission / construction project management / engineering.

6. DEVELOPMENT TEAM

#	Members' Full Names	Members' Designation
1.	Simbo Norhobani	Contract Manager – PMO Portfolio
2.	Narisha Beukes	Senior Engineer - PDE Integration
3.	Thandi Tshabalala	Project Manager – Southern Portfolio
4.	Godfrey Matsi	Project Manager – KZN Portfolio

7. THE DOCUMENT WAS SEEN AND ACCEPTED BY:

#	Members' Full Names	Members' Designation
1.	Andile Maneli	Middle Manager Engineering
2.	Benny Tladi	Middle Manager Design Eng
3.	Bheki Ntshangase	Snr Manager Engineering
4.	Bongani Mabena	Manager - Health & Safety Risk Management
5.	Cordley Hlungwani	Chief Advisor Contracts M
6.	Craig Potgieter	Middle Manager – PMO Portfolio
7.	Elli Lechtman	Senior Manager (Acting) – Engineering Integration
8.	Elton Mangwato	Officer Contracts Administrator
9.	Emma Mpyaatona	Assistant Projects Officer
10.	Faith Mokhonoana	Senior Manager (Acting) – Line Engineering Services
11.	Jurie Groenewald	Middle Manager Portfolio
12.	Lebogang Sekgabi	Manager Contracts Management
13.	Letlotlo Tau	Snr Advisor Quality Assur
14.	Lunga Khoza	Manager Contracts Management
15.	Makgwanya Malinga	Senior Manager - PMO Portfolio
16.	Martin Sabelo	Senior Advisor – SDL&I
17.	Milliah Ripinga	Corp Specialist Lines & Services
18.	Narisha Beukes	Senior Engineer – Electrical
19.	Nelson Luthuli	Senior Manager – PTMC
20.	Nkuli Pompei	Middle Manager Design Eng
21.	Nombuso Zuma	Manager Contracts Management
22.	Noninzi Qina	Snr Service provider Quantity S

23.	Puleng Tsatsi	Manager Quality Assurance
24.	Puseletso Sedibana	Manager Complex Projects
25.	Rukesh Ramnarain	Chief Engineer Prof Elect
26.	Simbo Norhobani	Manager Contracts Management
27.	Standina Masilela	Officer Contracts Administration
28.	Subhas Maharaj	Senior Manager- Substation Engineering
29.	Sunny Ravu	Chief Advisor – PMO Portfolio
30.	Tiny Jam-Jam	Tiny Jam-Jam
31.	Tshinanne Mutshatshi	Senior Advisor – Environmental
32.	Vusi Mthimunya	Middle Manager – OHS Inspectorate