



Employer's Agent Representative

East London

We require the services of a professionally registered Civil Engineer/Technologist to fulfil the primary functions of Employer's Agent Representative (Engineer's Representative) for the upgrading of major surfaced roads within the East London CBD.

ECE offers a competitive salary negotiable based on experience and qualifications. Medical aid, group life and provident fund is included in total cost of employment and is compulsory to all ECE staff.

Minimum Requirements:

- BSc, BEng in Civil Engineering with not less than 8 years relevant experience in the site supervision and construction administration of major urban roads and registered as a Pr Eng or Pr Tech with ECSA;
- Computer Skills: Microsoft Office (including MS Projects, Excel and Word);
- Proven experience in the supervision and construction administration of surfaced road projects;
- Working knowledge of GCC 2015 general conditions of contract and SANS 1200 and COLTO specifications;
- Proven Administrative, Communication, Writing and Presentation skills;
- Working knowledge of road building materials, construction techniques, road construction traffic management and dealing with existing services;
- Proven track record of good working relations with Client bodies, business owners, stakeholders and dealing with the public;
- Work well under pressure, independently and in a team environment;
- Experience in civil engineering quantities and preparation of works cost estimates;
- Deltek Management System (or similar) experience;
- Valid South African drivers licence with own reliable transport;
- Quality Management System (QMS) experience;
- HDI status will be an advantage.

Job Specification:

- Senior Employer's Agent Representative responsible for the daily site supervision and construction administration of the project, based in East London;
- Liaising with Client bodies, business owners, stakeholders and dealing with the public;
- Lead, co-ordinate and mentor junior site staff;

- **Fulfil Project Management functions, including programme, financial and quality management, project administration and project reporting.**
- **Undertake and co-ordinate Contract Administrative Functions, including Site inspections, Cost Estimates, Contract Administration and Certifications;**
- **Conduct site visits and inspections, quality checks, on-site measurements and attend and provide inputs at site and technical meetings.**

To apply send a complete CV to bpetersen@eceng.co.za or fax to 021 976 8495
For enquiries contact Barenese Petersen on 021 975 1718