

JOB PROFILE

JOB DETAILS

Job Title	Engineer Modification & Small Projects
Function	Engineering
Location	Hillside Aluminium
1 Up Manager	Superintendent Modification & Small Projects
Purpose	To project manage approved modifications and small projects in accordance with the Operation's Modifications & Small Projects portfolio and relevant processes, standards and performance targets for HSEC and Cost.
Key Relationships	Other functions Contractors Suppliers Vendors
Direct Reports	None

CORE ACCOUNTABILITIES

Job Outputs	Sub Outputs
Project Management	<p>Provide input into the Modifications and Small Projects portfolio and related budgets, plans and schedules. Where required, support feasibility studies, cost-benefits analyses, impact assessments and project business cases to obtain project approvals.</p> <p>Project manage the allocated approved Modifications and Small Projects to the defined scope, budget, schedule, standards, and specifications and in accordance with relevant processes and standards for the Asset / Operation (e.g., the Cube process/ Project management Framework).</p> <p>Ensure that allocated modifications and small projects are executed in compliance to Group /CSG /Asset level requirements and relevant internal and external standards.</p>
Document Control	<p>Ensure that the execution of any modifications and small projects has been scheduled in alignment with 1SAP Work Management Processes.</p> <p>Manage the handover to the Operation / client and ensure all relevant change control documentation has been updated to as-built status and provided to the Standards & Change Control sub-function.</p> <p>Ensure relevant 1SAP Master Data Changes are initiated and operating procedures are updated where required.</p>

GENERIC ACCOUNTABILITIES

End to End Project Management

MINIMUM REQUIREMENTS OF POSITION

Category	Description	
Qualification	Degree or National Diploma in Electrical / Mechanical / Civil / Instrumentation	Required
	Project Management Professional (PMP)	Advantageous
Experience	Minimum 5 years in heavy industry project management	Required
		Advantageous
		Required
Technical Skills	MS Office, Project planning, Construction Management	Required
	English Proficiency	Required
	SAP	Advantageous
Technical Knowledge	Requires detailed knowledge of procedures and concepts in own functional area and limited knowledge of other functions.	
Behavioral Competencies	Ethical	
	Communication	
	Checking things	
	Examining information	
	Following procedures	
