

KINDLY NOTE:

All applications should be made via email to za_recruitment@jcdecaux.com and state the position in the subject line. The company is under no obligation to fill these positions, should you not receive any correspondence within two weeks of applying, please consider your application as unsuccessful.

We have 2 positions available.

- 1. Lead Project Manager- Please scroll down: Pg. 2 to 8**
- 2. Junior Digital Technician- Please scroll down: Pg. 9 to 10**

1. Job Title: Lead Project Manager
Division: Operations
Reporting to: Head of Operations (Sub Saharan Africa)
Location: Robertville / Bryanston
Department: Operations

Purpose

The Projects team is an enthusiastic, fast paced team who thrive on delivering “best in class” digital and traditional media opportunities.

Working from design concept through to fabrication and build, the Projects team manages the whole lifecycle of media installations and work with the Development Director to position sites in the optimal locations for best commercial gain and ensure that advertising blends in optimally with the surrounding architecture. The Projects team is based in Johannesburg.

The Project managers are responsible for ensuring that our business partners receive a high level of quality service that reflects the Company Vision and Values. The role is to support the progress and growth of the business by ensuring best practice is applied to all aspects of the Project functions including finding ways to improve the processes at all times.

Key Area of Responsibility

- To set up contracts with suppliers and contractors
- To set up, monitor and manage project programs
- To project manage the construction, installation and upgrade of the Company’s advertising structures – including (not limited to) Billboards, Street Furniture, Toilets and LED / LCD screens.

- To ensure projects are delivered on time, to budget and within specification (Engineering and Aesthetics).
- To ensure that the Company's standards and procedures are fully met

Duties

- Overseeing and managing the smooth running of projects to maximize efficiency.
- Build and maintain relationships with our business partners and clients to receive and provide the highest quality service.
- To develop good working relationships with our contractors to ensure best value and best service at all times from our designers and contractors
- To project manage the construction, development, installation and upgrade of the Company's traditional and digital advertising structures.
- To manage and coordinate the project life cycle of the construction of advertising infrastructure compliant to the Country's, Company's and Landlords - Construction, Health, Safety, Quality, and Environmental standards
- To manage budgets for the whole lifecycle of a project from concept to build
- To ensure that the Company's standards procedures are fully met
- To manage the H&S on site workings of contractors
- With the JCD H&S team, perform checks with Contractors to ensure safe working on site
- To share knowledge of construction, engineering, Digital builds, on site working and H&S to the wider Development Team
- To be proactive in the ongoing review of processes and to recommend any solutions for change to improve working practices.
- To ensure that all H&S files are complete on all projects
- To support the Development Teams on what is feasible and achievable during tender and upgrade business plan stages
- To assist in the composition and review of tenders.

Start Up

- Initiation – Creation of Project Initiation Document (PID)
- Evaluating and selecting quantity surveyors, designers, manufacturers and installation companies that are financially sound, financially competitive, have the relevant experience, skills available and share the values of JCDecaux.
- Agree warranty periods and cost for foundations, reinstatements, material finishes, welds and fixings, digital components
- Work with the French corporate team to confirm product choice and cost
- Budget confirmation and written acceptance with Development team
- Manage the tender process (producing tender docs, ITT to contractors, tender receipt and evaluation report with recommendations)
- Liaise with other departments to ensure all aspects of build are covered (H&S, Development, IT & Operations – especially access to comply with cost restrictions and maintenance service level agreements (SLAs))

Delivery Management (construction phase)

- Negotiate with contractors on best price ensuring costs are clearly justified and standards are not compromised
- Interrogate contractors programme and provide highline programme for internal use - deliver on time – never over promise
- Manage purchase orders and payment plan
- Obtain approvals to build (internal & external approvals)
- Manage all aspects of the build including health & safety, work package plans (WPP), risk assessments, ensuring satisfaction of stakeholders.
- Manage the contractor whilst on site, ensure design compliance & contractor performance
- Ensure the contractor(s) perform their contract & project duties.
- Formally inspect contractors.
- Manage variations, track & control costs, in accordance of business plan, obtaining approvals for all variations

- Be confident and clear in risk / variation escalation.
- Handover to Operations & live service acceptance
- Creation of H&S file in line with local regulations
- Confirm all digital screens are tested and accepted by Digital Scheduling Teams, Digital IT.
- Confirm spare parts management including return merchandise authorisation (RMA)
- Confirm access arrangements
- Manage approval and hand over to operations

- Bring Project to Close on time, publish lessons learnt to all stakeholders

Construction / Site Duties

- To review WWP and risk assessments (RA) for compliance to specification and methodology. Forward to H&S for their approval and to manage the process until the WPP is FULLY approved.
- Ensure contractor health & safety resources meet company, project and legislative requirements, along with carrying out regular inspections of contractor performance in the field.
- Implement and ensure that technical and quality specifications are adhered to by contractors.
- Ensure all contractors are regularly inspected and audited for compliance with company policies and to ensure best value is delivered at all times
- Trouble shooting landlord issues during construction and ensure landlord relationships are well maintained.
- Liaise with Operations Supervisors/Managers to improve overall H&S efficiency and ensure all operational practices comply with current health & safety regulations.

Relationship Management

- Develop relationships internally and externally with the key stakeholders.

- Assisting the Development Director to identify opportunities for cost reduction through design, construction method, materials and volume discounts and with any projects.
- To attend regular team meetings and action issues raised by acting upon minutes taken.
- To conduct monthly performance reviews with all contractors.
- Utilise Bee to share best practice and lessons learnt
- Respond quickly to any enquiry from other subsidiaries

Finance

- To receipt all purchase orders in line with Finance deadlines.
- Ensure all capex costs are managed in accordance of business plan.
- Attention to detail, appreciate cost control and budgets.

Key Contacts

Internal

Head of Operations SSA, Managing Director, Finance Director, Head of Projects, Development Director (s), Sales Director, Business Development Team (s), Finance Team, Operational Team(s), GPROD

External

All landlords: including corporate, private, and public.

Suppliers and contractors

Approval Bodies – Planning Departments, Highways Departments, Consulting Engineers

Skills & Qualification

Essential

- Qualifications in Project Management

- Registered with the SACPCMP (PrCPM)
- Process agreeable - Understand the value of process & how it benefits all.
- Proven project & contractor management experience in construction (at least 5-10 years construction project management experience).
- Strong awareness of safety and quality principles.
- Fully conversant with Microsoft Office, Detailed knowledge and experience of MS Project or other project planning and management tools
- Conversant with health and safety management systems and aspects of risk management in a multi-site environment.
- Qualification in Engineering or Construction essential
- Proven experience in managing contractors & project costs.
- FIDIC Contract awareness or similar an advantage
- Conversant with H&S Management systems and aspects of risk management in a multi-site environment.
- Training in regard to the OHS Act of benefit
- Team management and leadership abilities and experience
- Must be willing to travel all over sub-Saharan region to execute projects for short periods ranging from 2 weeks to 6 months as required

Desired Skills

- Attention to detail
- Work on own initiative
- Communicative (written and verbal)
- Numeracy
- Problem Solving
- Planning & Organising
- Able to make decisions
- Manage own time and tasks

- Flexible
- Ability to advise where appropriate
- Make suggestions for improvements

Desirable – PRINCE2 foundation or practitioner

Person Specification

- Professional and strong communicator - both written and spoken; good presentation skills
- A flexible approach as extensive travel required.
- Innovative and self-motivated; good time-management
- Investigative and analytical skills
- A clean current full driving licence

2. Job Title: Junior Service Technician

Key Area of Responsibilities

- To be involved in the development of all installation, re-sites and removals of the company's digital advertising product portfolio across all trade groups
- Monitor and maintain digital assets
- Manage H&S for team members

Duties

- Monitoring of the digital assets and timeous attendance to repair and/or resolution of faults
- As and when reactive maintenance is required attend to maintenance issues as per policies set out by the Digital Maintenance Manager
- Conduct proactive maintenance, such as cleaning of screens and cabinets, as per the digital maintenance polices
- Assist the Digital Maintenance Manager with the construction of new digital assets
- Producing performance reports for all areas of responsibility
- Support the evaluation of new digital innovations from both a maintenance and commercial standpoint
- Ensuring that the Company's construction, quality and health & safety standards are being implemented and complied with on all sites.
- Work with stores department to ensure Bills of Materials are booked out and delivered on time for all installation and refurbish builds
- To communicate with the office via PDA's and maintain daily worksheets and placement of requisitions to Stores.
- To maintain the upkeep of company vehicle.
- To maintain the cleanliness and upkeep of a company vehicle and to ensure that all vehicle related documentation is correctly completed and handed in on time.
- To be aware of the service requirement of the vehicle and organize the same with the transport department.
- Maintenance and upkeep of tools and cleaning equipment as required.
- To report any damage or accident.
- To respond to emergency call out as and when required.
- To undertake any additional/ different tasks specified by the supervisor/ manager within your capabilities
- Technicians must wear a company uniform at all times and must ensure that the correct PPE is worn when necessary

Skills & Qualifications

- IT Qualification
- Full clean driver's license
- Experience in digital installations and/or maintenance
- Literate and numerate in order to complete the necessary paper work.
- Must be able to undertake heavy lifting duties
- Be able to work at reasonable heights e.g. 20m
- Health & Safety awareness, including knowledge of OHS Act

Person Specification

- Ability to work under pressure.
- Must be a self-motivated individual with the ability to work alone or as part of a team.
- Reliable, punctual, co-operative and enthusiastic.
- Flexible approach to work – willingness to work out of hours to complete tasks when necessary and to travel.
- Ability to work well and enjoy working in the constantly changing and challenging operations arena.
- Be prepared to work in all weather conditions
- Must be able to undertake reasonable lifting duties
- Must be an adaptable, committed and reliable
- Both literate and numerate in order to complete the necessary paper work.