

JOB DESCRIPTION		
Job Title: Project Planner and Scheduler	Grade: C2	Section: Project Controls
Purpose: To assist the project manager in the time management aspects of project implementation to ensure achievement of the project programme objectives.		
FUNCTIONAL RESPONSIBILITIES	RESPONSIBILITIES AND OUTPUTS	
<ul style="list-style-type: none"> ▪ Assess and analyze the programme before contract award, at award and prior to construction as well as analysis of the contractors' programmes to determine acceptability of durations, logic and resource loadings. ▪ Conduct all planning activities (e.g., schedule build, time analyses, logic networks, resource scheduling and leveling, control level schedules). ▪ Manage subcontract and supplier programmes to ensure format and method of reporting are consistent with the requirement of the execution plan. ▪ Interaction with other project control disciplines. ▪ Communicate interface level information to relevant stakeholders and track and expedite this information for efficient execution of the project. ▪ Obtain, monitor, and verify the progress of the project to track performance against the plan and to identify early warning signs. ▪ Initiate corrective action, including identifying acceleration opportunities throughout the project. ▪ Review impact of change notices on progress and project programme objectives. ▪ Prepare detail and summary precedence driven programme in association with the project team. 	<ul style="list-style-type: none"> • Project schedule quality, consistency measured by schedule analysis. • Accuracy of reporting. • Timeous completion of deliverables. • Accurate interface / integration with other project control disciplines. • Ensuring the transfer of skills to employees reporting to you. 	
COMPETENCIES		
FUNCTIONAL	GENERIC	LEADERSHIP
<ul style="list-style-type: none"> • Use of Primavera P3/P5/P6 and/or Microsoft Project 2003/7 • Understanding Project Planning processes • Understanding of inter-departmental workflows associated with various work over the project life cycle. • Knowledge of Engineering and Construction standards and procedures • Understanding the Project Management process • Accuracy • Attention to detail. • Analytical thinking • Methodical • Broad scanning • Communication skills • Drive and energy 	<ul style="list-style-type: none"> • Integrity and ethical conduct • Teamwork • Accepting accountability • Concern for impact on safety • Quality focus 	<ul style="list-style-type: none"> • Mentoring of PCT's / PCA's identified for focus in planning
QUALIFICATION AND EXPERIENCE INDICATORS		
QUALIFICATIONS	EXPERIENCE	
<ul style="list-style-type: none"> • Certificate Project Management (essential/minimum) • Qualification in a relevant Engineering discipline or related field 	<ul style="list-style-type: none"> • Relevant job-specific experience of 6 or more years. • 3 years relevant management experience would be an advantage. 	
ADDITIONAL COMMENTS		
Willing and able to travel nationally and internationally.		