



# Nakekela Christian Community Centre Association

Voluntary Association

*(Care-centre for terminally ill patients)*

Registration Number: 092-054-NPO

PBO Registration 930040184

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## BUILDING PROJECT SUPERVISION REQUIRED

Nakekela seeks to demonstrate the love of Jesus to people in **Tweefontein G, KwaMhlanga**, who are infected and affected by HIV/AIDS by caring for terminally and chronically ill people with in and outpatient care; and providing training and counselling that strengthens families and increases health seeking behaviour in the community.

Nakekela Christian Community Centre Association is seeking for a qualified and experienced **Building Project Supervisor** who will manages all aspects of assigned project from pre-construction to completion, including but not limited to:

- Managing client communications, updates, relationships, and expectations
- Communicating project timelines, schedules, and overall expectations to the internal team
- Plan out work schedules, manage, and monitor progress against the projected plan.
- Ensure legal requirements are met.
- Adhering to the design, scope of work, material selections and overall budgets
- Manage contract scope of work, identify, and manage adjusted work orders with clients.
- Develop and manage lower cost alternatives with materials and construction technique.
- Ensure quality of subcontractor work and installation per scope of work/construction documents
- Review and approval of sub labour purchase orders and invoices match against existing purchase orders.
- Manage craftsmen labour assigned to each project.
- Ensuring job site is cleaned up daily.
- Ensuring job site is safe according to enclosure standards and customer safety expectations.
- Reporting & escalation of all incidents and / or serious concerns and challenges to the next appropriate levels of management

### Skills and Qualifications

- Customer Service experience, excellent verbal communication skills
- Willingness to always communicate with clients and internal teams even when it's bad news
  - Grade 12 cert and N3/N4 qualifications + trade in building or equivalent qualifications.
  - Be willing to work normal hours proactively under pressure and at times on evenings and other days as necessary.
  - Candidates may directly be walk-in to bring their CVs with their relevant documents attached or email to the General Manger Mr A Sibanyoni A / Admin coordinator Mpumi @ [Nakekelaoffice@gmail.com](mailto:Nakekelaoffice@gmail.com) For more info contact 013 945 6861. The closing date: 26 January 2024. 16:00

**NB: Normal working hours: 7:00 – 16:00, Mon - Saturday But flexible changes on reporting hours at work.**

**Salary will be negotiated.**