

ORGANIZATIONAL CONTEXT

Job Title	Primavera Assistant Scheduler
Job Code	Technical Support
Grade	7-8
Affairs	Asset Affairs
Department	Roads O&M
Section	Enablers
Team	Project Management Office
Date last updated	25 March 2014

JOB CONTENT

Role Objective

To provide a supporting role to the Primavera Scheduler and to provide input into Primavera Contract Manager.

Job Roles & Responsibilities

1. Provides support to the Primavera Planner by obtaining information and data entry
2. Is a key user of Primavera Contract Manager and ensures that the data stored is up to date and accurate
3. Assists in the delivery of services through the Project Management Office
4. Decision making within the terms of reference of the role
5. Can operate independently and as part of a team
6. Will handle confidential information with discretion
7. Disseminates information received from others to the Primavera Scheduler
8. Liaises through the Project Management Coordination team to verify information provided by contractors and project managers

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

- Diploma / degree in any related discipline
- Experienced Primavera P6 and Primavera Contract Manager

Technical requirements

- Experienced Primavera user in similar/same role
- Proven ability to manipulate systems and databases
- Able to develop and maintain good working relationships at all levels
- Ability to verify the accuracy of information
- Knowledge of Microsoft Office, Primavera P6 and Primavera Contract Manager

The Individual

- 3-5 years working within similar role
- Excellent organisational skills and attention to detail
- Ability to coordinate and plan
- Teamwork skills
- Good communication skills
- Good verbal and written communication.
- Proactive, conscientious and confident in approach.
- Flexible and adaptable
- Enthusiastic, acts with initiative, and is proactive
- Demonstrable administrative skill set and experience.
- Evidence of excellent customer liaison skills.