

### **ORGANIZATIONAL CONTEXT**

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

### **JOB CONTENT**

#### **Role Objective**

Overall responsibility to assist the Project Management Office Manager in the development, monitoring and reporting of all relevant schedules using Primavera Project Management

#### **Job Roles & Responsibilities**

1. The coordination and management of all relevant schedules using Primavera Project Management software
2. Develop and maintain scheduling processes and procedures
3. Provide advice, guidance and training to the Contractors, Project Managers and relevant delivery teams
4. Track progress, incorporate changes and forecast delivery dates and expenditure
5. Create dashboards and project workspace for all relevant schedules
6. Assist in the preparation of periodic reports, statistics, and answers to enquiries concerning the schedules
7. Ensure high standards of scheduling are carried out to meet Project Managers' requirements
8. Verify actual progress and compare this to original plans
9. Develop and improve working practices and seek innovative solutions

## **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
- Experience in planning, scheduling and cost engineering, including Primavera Project Management (P6) and Primavera Contract Management.

#### **Technical requirements**

- Experienced Primavera user in similar/same role
- Computer literate and thoroughly conversant with MS Office suite (particularly Excel)
- 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

#### **The Individual**

- 5-10 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.