

GP Consult SA

Projects Department

SITE TEAM FUNCTION OVERVIEWS & JOB DESCRIPTIONS

EC&I Construction Projects | Effective 2025

Document Owner: Dave Opperman | Manager – Projects

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SITE-BASED PROJECT MANAGER

GP Consult SA | Projects Department

Reporting To	Manager – Projects
Department	Projects Department
Classification	Management
Location	Site-Based (Project Specific)

Role Summary

The Site Project Manager (PM) is the most senior contractor representative on the construction site. This role carries full accountability for the safe, timely, cost-effective, and specification-compliant delivery of the project. The PM integrates all site disciplines — safety, quality, planning, commercial, and human resources — into a cohesive operation, while maintaining transparent communication with the client, subcontractors, and GP Consult SA leadership.

The PM must balance daily operational control with strategic oversight, uphold all contractual obligations, and lead by example across every functional area. This role demands exceptional leadership, commercial acumen, and the ability to make high-quality decisions under pressure.

Departmental Establishment Responsibilities

In collaboration with the Manager – Projects, the Site PM shall be responsible for the initial establishment, structuring, and operational readiness of the following departments:

- Onboarding & Project Startup Team
- Safety, Labour & Compliance Department
- Human Resources (HR) & Industrial Relations (IR)
- Stores & Material Management
- Transport & Logistics Operations
- Construction Execution Department
- Project Planning & Controls
- Quality Control (QA/QC) Department
- Commercial / Finance / Cost Control Department

Core Responsibilities

1. Project Leadership & Execution

- Set the tone for site culture — safety-first, quality-driven, results-focused.
- Implement and monitor the construction schedule, resource plan, and critical path daily.
- Drive productivity and earned value to recover cost (DFL, P&G, rateable work).
- Coordinate all work fronts, trade interfaces, and subcontractor activities.
- Identify and resolve execution constraints with urgency and ownership.

2. Safety & Legal Compliance

- Lead and enforce all site HSE policies, statutory obligations, and permit systems.
- Attend and chair daily safety stand-downs and toolbox talks.
- Ensure LOTO, PTW, and working-at-height systems are correctly applied.
- Review and close all incident reports, near-miss logs, and safety audits.

3. Schedule & Critical Path Control

- Approve and issue baseline and updated project schedules.
- Monitor weekly earned value against planned value; identify float consumption.
- Facilitate recovery planning when schedule slippage is identified.

- Formally document all access delays, disruptions, or interface constraints.

4. Scope & Change Control

- All scope changes must be processed via a formal Change Request (CR) with documented impact analysis (time, cost, resources).
- Updated drawings, method statements, and revised schedules must be issued post-approval.
- No verbal approvals; all client instructions must be confirmed in writing.

5. Quality Assurance & Deliverable Reviews

- Ensure all activities are checked against QA checklists and Inspection & Test Plans (ITPs).
- Deliverables must be inspected and signed off by QA/QC and the client prior to certification.
- NCRs must be tracked, closed, and linked to specific work packages.
- Site diaries must be completed daily to support certification and commercial claims.

6. Commercial & Cost Control

- Manage and certify monthly invoices, PPCs, and Variation Orders (VOs).
- Track material usage vs budget; report and investigate wastage immediately.
- Reconcile tool and equipment logs against issue/return registers.
- Monitor earned value weekly; report cost vs revenue performance (DFL, P&G recovery).

7. Labour, HR & Compliance

- Oversee labour discipline, performance management, and absenteeism control.
- Approve weekly time & attendance sheets; validate against site productivity.
- Ensure compliance with local labour law, client requirements, and local content ratios.
- Support HR in resolving grievances, conducting hearings, and maintaining worker welfare.

8. Stakeholder Engagement & Communication

- Maintain a confirmed RACI matrix so every role understands its accountabilities.
- Chair weekly internal team briefings and client coordination meetings.
- Follow a structured communication plan for internal, client, and commercial escalations.
- Log all client instructions, confirmations, and meeting minutes formally.

9. Documentation & Registers

- Ensure the following project registers are maintained and audited weekly:
 - Daily Diaries (PM, Supervisors, Planner)
 - Tool & Material Issue Logs
 - QA/QC Inspection Logs
 - Delay & Event Registers
 - Safety Reports & Incident Logs
 - Risk Register & Issues Log

10. Lessons Learned & Project Close-Out

- Record lessons learned at all major milestones; share with the full team.
- Review NCR trends and client complaints to inform future projects.
- Final handover package must include QA files, as-built drawings, registers, and photographs.

Key Deliverables

Deliverable	Frequency
Approved Project Schedule (Baseline + Updates)	Ongoing
Weekly Progress Reports with EV Analysis	Weekly
Daily Site Diaries (PM Level)	Daily
Monthly Invoice & PPC Certification Pack	Monthly
Risk Register & Issues Log	Weekly

NCR Closure Tracker	Weekly
Final Handover Dossier	Project Close-out

Authorised By:

Dave Opperman Date
 Manager – Projects | GP Consult SA

Employee _____ Date _____

EC&I SITE MANAGER

GP Consult SA | Projects Department

Reporting To	Site Project Manager
Department	Construction Execution
Classification	Senior Site Management
Scope	Electrical, Control & Instrumentation Works

Role Summary

The EC&I Site Manager is the lead field manager responsible for the execution of all Electrical, Control, and Instrumentation works on site. This role integrates installation, safety, quality, materials, invoicing, and client coordination to drive safe, compliant, and certifiable project completion. The Site Manager must maintain full operational visibility across all work fronts, manage a large direct and indirect workforce, and ensure that all activities are aligned with the project schedule, drawings, and contract obligations.

Core Responsibilities

1. Safety & Legal Compliance

- Enforce strict adherence to all HSE policies, statutory requirements (OSHA, SANS, IEC), and site permit systems.
- Conduct daily toolbox talks and review Job Hazard Analyses (JHAs) for all active work fronts.
- Monitor compliance with labour laws — working hours, welfare facilities, and legal documentation.
- Ensure Lockout/Tagout (LOTO) and energisation protocols are applied across all EC&I systems.
- Investigate and close all incidents, near-misses, and unsafe condition reports.

2. Planning & Production Oversight

- Execute daily and weekly work plans aligned with the lookahead schedule.
- Chair morning briefings with all supervisors to communicate critical path activities, constraints, and priorities.
- Collect daily production quantities from supervisors across all disciplines.
- Coordinate across work fronts to optimise parallel progress and avoid trade conflicts.
- Support earned value calculations and ensure production aligns with measurable, rateable output.

3. Labour & Subcontractor Management

- Oversee time, productivity, and discipline for all direct labour and subcontractors (100+ workers).
- Sign off daily timesheets; verify absenteeism logs and enforce performance standards.
- Interface with HR for rotations, labour disputes, disciplinary processes, and site compliance.
- Supervise subcontractor scope delivery and hold regular alignment sessions.

4. Materials, Tools & Procurement

- Review the Bill of Materials (BOM) and verify that materials issued from stores match project specifications.
- Coordinate with procurement to track open requisitions and expedite critical deliveries.
- Report shortages, excess, or defective materials with photographic and logged evidence.
- Monitor tool availability, calibration status (loop testers, meggers), and issue registers.
- Implement return-to-store and unused material reconciliation to reduce wastage.

5. Quality Assurance & Drawing Control

- Ensure all work is executed against the latest AFC drawings, cable schedules, and specifications.
- Distribute latest revisions to all supervisors and update site drawing files daily.
- Coordinate with QC to plan and witness inspections per the ITP (cable IR testing, loop checks, etc.).
- Issue and close NCRs with evidence-based root cause analysis and corrective action tracking.

- Lead pre-commissioning and commissioning readiness activities with QA/QC and client engineers.

6. Invoicing Certification & Quantity Verification

- Verify rateable installed quantities (glands, terminations, loops, etc.) against the BoQ.
- Work closely with the QS and Planner to validate claimed quantities on a weekly basis.
- Approve supervisor daily production sheets and progress logs for PPC inclusion.
- Sign off on monthly progress certification documentation submitted to the client.
- Support variation and remeasure claims with accurate installation records and TQ logs.

7. Commissioning & Client Interface

- Lead EC&I pre-commissioning and commissioning: loop checks, insulation resistance, continuity, functional testing, and DCS integration.
- Coordinate joint inspections and final sign-offs with client representatives and system engineers.
- Maintain the system completion matrix and loop folder progress tracking.

8. Reporting & Meetings

- Submit daily progress reports covering constraints, labour counts, and work front status.
- Prepare weekly summary reports including earned value, delay/float consumption, QC sign-offs, access issues, and material shortages.
- Attend all interface and coordination meetings with Planning, QA, Procurement, and the Client.

Often-Forgotten but Critical Duties

Duty	Detail
Redline Drawing Control	Track and log all field markups to ensure QA dossier acceptance and document control completeness.
TQ Closure	All open Technical Queries must be resolved and formally closed before commissioning begins.
Invoicing Support	Submit daily rateable quantity logs to the QS — failure to do so leads to underclaims.
Lessons Learned	Record key execution mistakes (tool availability gaps, AFC delays) to improve future project planning.
Supervisor Briefings	Regularly brief supervisors on drawing updates, ITP changes, scope revisions, and safety requirements.
Loop Folder Sign-off	Ensure QA and commissioning folders are pre-filled and signed off well in advance of handover deadlines.

Authorised By:

Dave Opperman
Manager – Projects | GP Consult SA

Date

Employee

Date

SITE PLANNER

GP Consult SA | Projects Department

Reporting To	Site Project Manager
Department	Project Planning & Controls
Classification	Technical / Planning
Tools	Primavera P6, MS Project, or equivalent

Role Summary

The Site Planner is responsible for developing, maintaining, and analysing the project schedule to ensure timely and cost-effective execution of all on-site activities. This role is the central hub for aligning field productivity with planned targets, certifying progress, and supporting commercial claims. The Planner acts as the interface between site execution, the QS, and the client's scheduling requirements.

Core Responsibilities

1. Schedule Planning & Control

- Develop and maintain detailed project schedules (Level 3/4) using Primavera P6, MS Project, or an equivalent planning tool.
- Issue 1-week and 3-week lookahead schedules aligned with the approved baseline and live site constraints.
- Identify the critical path and near-critical activities to focus execution effort and resource allocation.
- Formally document and communicate all baseline changes, scope additions, and recovery plans.

2. Progress Tracking & Earned Value Management

- Collect daily production quantities from supervisors across all active disciplines.
- Calculate and update weekly Earned Value (EV) based on rateable items and actual physical progress.
- Compare Planned Value (PV) vs Earned Value (EV) vs Actual Cost (AC) to generate schedule performance (SPI) and cost performance (CPI) metrics.
- Integrate with the QS to validate rateable quantities for accurate commercial claims.

3. Daily Site Planning Coordination

- Host morning supervisory meetings — communicate critical path activities, priorities, and constraints.
- Distribute the daily work plan to all foremen and supervisors before work commences.
- Receive and validate daily production feedback (supported by a physical progress runner where applicable).
- Document delays immediately with photographic evidence, reason codes, and time-impact estimates.

4. Weekly Planning Coordination

- Meet with site engineers, QA/QC, and procurement to verify schedule alignment with material and resource readiness.
- Present weekly progress reports and recovery plans to site management and client representatives.
- Update the schedule risk register with new events and mitigation actions.

5. Cost & Commercial Alignment

- Work closely with the QS to identify and track rateable works.
- Align actual progress with the monthly certification claim and sign off on certified quantities submitted for invoicing.
- Assist with monthly applications for payment, ensuring all claimed quantities are fully supported by planning data.

6. Client & Stakeholder Communication

- Prepare and issue formal notifications to the client regarding access delays, interface constraints, or schedule disruptions.
- Support delay claim documentation with time impact analyses and structured delay narratives.
- Maintain formal records of all meetings, access requests, and correspondence related to schedule performance.

7. Document & Risk Integration

- Ensure all planning activities reflect the latest IFC drawings, IRNs, MRRs, and approved RFIs.
- Maintain the schedule risk register and log all potential schedule-impacting events with ownership and due dates.
- Propose and monitor mitigation actions for all high-risk activities.

Key Deliverables

- Baseline and Updated Project Schedules
- 1-Week and 3-Week Lookahead Plans
- Earned Value Analysis Reports (Weekly)
- Weekly Progress Dashboards
- Daily Planning Memos (post-morning meetings)
- Delay Notifications and Recovery Plans
- Monthly Progress Sign-Off with QS
- Inputs for EOT and Disruption Claims

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QUANTITY SURVEYOR (Q/S)

GP Consult SA | Projects Department

Reporting To	Site Project Manager
Department	Commercial / Finance / Cost Control
Classification	Commercial / Technical
Focus	Measurement, Valuation, Cost Control & Claims

Role Summary

The Quantity Surveyor is responsible for the commercial and contractual control of the project. The QS measures, values, and certifies all completed works, manages project costs, and ensures financial integrity from inception through to the final account. Working in close partnership with the Site Planner, Site Manager, and Procurement, the QS validates rateable output, supports the payment certification process, and protects GP Consult SA's commercial position throughout the project life cycle.

Core Responsibilities

1. Measurement & Valuation

- Apply the project's approved Method of Measurement (e.g. CESMM, POMI, SABS 1200, or contract-specific MoM) to measure and certify completed works.
- Maintain a structured measurement sheet aligned with the Bill of Quantities (BoQ).
- Verify measured quantities through site inspections, as-built records, and drawing reviews.

2. Progress Certification & Invoicing

- Collaborate with the Site Planner to cross-check daily and weekly production quantities.
- Validate earned value against actual scope completed.
- Prepare and submit monthly interim payment applications (PPCs).
- Sign off on certified quantities with the client and/or engineer.

3. Subcontractor Valuations

- Review and certify subcontractor claims in accordance with work completed and subcontract terms.
- Measure subcontracted works separately where required and maintain full reconciliation records.
- Monitor subcontractor financial performance against contracted values and payment milestones.

4. Cost Management & Forecasting

- Monitor cost performance versus budget on an ongoing basis.
- Identify cost trends, potential overruns, or underclaims and escalate proactively.
- Prepare cost-to-complete forecasts and update financial models with site progress data.
- Maintain cash flow forecasts aligned with the project schedule.

5. Variation & Claims Management

- Identify changes to scope, access delays, rework events, or client-driven revisions.
- Prepare and substantiate Variation Orders (VOs) or Contract Instructions (CIs) with full supporting documentation.
- Work with the Planner to submit EOT and Disruption claims, including detailed quantity and value breakdowns.

6. Contract Administration

- Maintain a log of all commercial correspondence, instructions, and claim events.
- Support the Project Manager in upholding the contract's commercial terms (NEC, FIDIC, GCC, JBCC, or project-specific form).
- Assist in change control processes in strict accordance with contract procedures.

7. Final Account & Close-Out

- Prepare and negotiate the final account including all measured works, agreed variations, and settled claims.
- Submit final reconciliation including retention release schedules and full close-out documentation.

Key Deliverables

- Measurement Sheets and Quantity Logs
- Monthly Payment Certificates (PPCs)
- Subcontractor Valuations
- VO and Claims Documentation Package
- Final Account and Close-Out Pack
- Cost Reports and Cash Flow Forecasts

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QUALITY CONTROLLER (QC)

GP Consult SA | Projects Department

Reporting To	Site Project Manager / Site Manager
Department	QA/QC Department
Classification	Technical / Quality
Standards	ISO 9001, IEC, SANS, Project-Specific Codes

Role Summary

The Quality Controller is responsible for ensuring that all works executed on site meet the project's technical specifications, client standards, and applicable regulatory requirements. This role verifies material quality, installation workmanship, and process adherence at every stage of construction. The QC prevents non-conformances before they occur, facilitates continuous improvement, and maintains the full quality documentation trail required for system handover and client sign-off.

Core Responsibilities

1. Quality Control Plan & Inspection, Test Planning

- Develop, implement, and own the Quality Control Plan for the project.
- Prepare and issue the Inspection and Test Plan (ITP) in line with project specifications and applicable codes (SANS, ISO, IEC).
- Identify all hold points, witness points, and mandatory testing requirements per system or work package.
- Ensure all testing is executed strictly as per the ITP; all results must be documented and fully traceable.

2. AFC Drawing & Document Control Interface

- Act as the single point of control for approved-for-construction (AFC) drawings between the contractor and client.
- Run and formally close all Technical Queries (TQs) raised by supervisors or engineers.
- Update site drawing folders and supervisor working files with the latest AFC drawings, cable schedules, loop diagrams, and specs.
- Ensure that only the current revision is being used at all active work fronts — superseded drawings must be removed immediately.

3. Material Inspection & Verification

- Receive and inspect all incoming materials against Material Receiving Reports (MRRs).
- Verify conformance to project specifications, applicable standards, and manufacturer data sheets.
- Maintain a material traceability register covering cable drums, panels, welds, instruments, and all critical items.

4. Workmanship & Installation Quality Control

- Conduct daily site inspections covering cabling, terminations, cable supports, panel installations, and instrumentation.
- Ensure all works comply with IFC drawings, approved method statements, and workmanship standards.
- Record all deficiencies as Non-Conformance Reports (NCRs) and actively follow up closures with root cause evidence.

5. Documentation & QA Records

- Compile and maintain Quality Dossiers per system or work package throughout the project.
- Manage and file all Test Reports, Inspection Checklists, Calibration Certificates, and Punch Lists.

- Ensure all documentation is filed in accordance with the project's document control system and is audit-ready at all times.

6. Communication & Coordination

- Attend daily planning meetings; provide timely feedback on QC readiness and all open quality issues.
- Communicate clearly with engineers and clients regarding hold-point inspections, retests, and commissioning readiness.
- Flag incomplete or reworked works to the Planner that may impact critical path activities or payment certification.

7. Testing & Commissioning Support

- Take the lead on all commissioning activities involving quality-related functions, in line with project scope and client requirements.
- Support loop testing, insulation resistance (Megger) testing, continuity checks, and functional verification.
- Ensure all test procedures, checklists, and test packs are formally signed off per system boundary (MCC, Loop, PLC, etc.).

Key Deliverables

- Approved Quality Control Plan
- Approved ITPs per Discipline and System
- Daily QC Inspection Reports
- Closed NCRs with Corrective Action Evidence
- Quality Dossiers (Redline Drawings, Loop Folders, Handover Files)
- Calibration Records and Test Certificates
- Final Inspection, Testing & Commissioning Reports
- System Completion Sign-Offs (per MCC, Loop, Area, or Discipline)

Authorised By:

_____ Dave Opperman Manager – Projects GP Consult SA	_____ Date
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_____ Employee	_____ Date
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SITE DOCUMENT CONTROLLER

GP Consult SA | Projects Department

Reporting To	Site Project Manager / QC Officer
Department	Document Control / QA/QC Support
Classification	Technical Support / Administrative
Systems	Aconex, Procore, SharePoint, BIM360, or email-based

Role Summary

The Site Document Controller is responsible for managing the flow, storage, distribution, and control of all construction documents on site. This role ensures traceability, compliance, and rapid retrieval of all project documents. It provides critical support to technical teams, supervisors, QA/QC, planning, and commercial functions by maintaining complete and up-to-date records of drawings, procedures, inspection files, and all project correspondence.

Core Responsibilities

1. Document Management & Filing Structure

- Establish and maintain the site document control system in accordance with GP Consult SA project procedures.
- Register, file, and organise all incoming and outgoing documents, including: IFC/AFC drawings, Technical Queries (TQs), Method Statements, Inspection & Test Records, Site Instructions, Minutes of Meetings, Quality Dossiers, Permits, and NCRs.
- Maintain logical and accessible folder structures for all disciplines: Engineering, QA/QC, HSE, Planning, and Commercial.

2. Drawing Control

- Assist the QC Officer with maintaining the AFC drawing register, including issue control, version history, and superseded status.
- Distribute the latest drawing revisions to the Quality Controller and Site Supervisors.
- Track and retrieve redline markups; return scanned copies to the design office or QA for dossier compilation.

3. QA/QC & Handover Documentation

- File and track all Inspection Requests (IRs), test reports, loop folders, and instrument calibration records.
- Maintain ITPs and checklists for each system or area.
- Assist QA/QC in compiling system handover dossiers and maintaining the master punch list log.
- Flag all missing or unsigned test records before commissioning milestones or payment certification.

4. Distribution & Workflow Coordination

- Control the issuance of all documents to internal teams, subcontractors, and client representatives.
- Maintain transmittal logs for all controlled documents (outgoing and incoming), in accordance with GP Consult SA and client requirements.
- Support departments with document templates, latest forms, and registers (site diary templates, PTW log sheets, NCR forms).
- Upload or distribute documents via the applicable project platform (Aconex, Procore, SharePoint, BIM360, or structured email logs).

5. HSE & Legal Documentation

- Archive and track daily toolbox talk records, safety audits, and incident reports.
- Upload safety records to the required safety management system (Interocyte, Passport360, Key360, or project-specified platform).

- Maintain legal compliance documents including lifting certificates, confined space permits, and LOTO logs.
- Maintain site labour registers and induction records where HR is not present full-time.

6. Reporting & Control Registers

- Maintain the following critical registers: Drawing Register, TQ & RFI Log, ITP/Checklist Sign-off Status, Document Submission Matrix, Redline Drawing Status, Calibration Certificate Tracker, Weekly QA Submissions Forecast.
- Generate weekly reports highlighting outstanding documents, missing sign-offs, or overdue submissions.

Key Deliverables

- Document Control Procedure & Filing System
- AFC Drawing Register with Version & Transmittal Logs
- TQ & RFI Tracking Log
- QA/QC Documentation Tracker
- Safety & Permit Register
- Redline Drawing Log
- Document Submission Matrix (Internal vs. Client)
- Final Handover Dossier Index and Compilation

Authorised By:

_____ Dave Opperman Manager – Projects GP Consult SA	Date	_____
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_____ Employee	Date	_____
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SITE HUMAN RESOURCES OFFICER

GP Consult SA | Projects Department

Reporting To	Site Project Manager
Department	HR & Industrial Relations
Classification	HR / Compliance
Scope	Full Workforce Lifecycle — Site-Based

Role Summary

The Site HR Officer is responsible for managing and supporting the full workforce lifecycle on site, ensuring compliance with all applicable labour laws, project requirements, and client expectations. The HR function serves as the central hub for manpower coordination, employee welfare, discipline management, reporting, and HR documentation. This role plays a critical part in maintaining a stable, productive, and legally compliant site workforce.

Core Responsibilities

1. Recruitment & Onboarding

- Source and mobilise skilled, semi-skilled, and unskilled labour in accordance with the agreed onboarding requirements signed off by the Manager – Projects.
- Conduct pre-employment checks including medicals, site inductions, and certification verification.
- Issue employment contracts and ensure all worker files are complete before mobilisation.

2. Time & Attendance Management

- Maintain daily attendance records via sign-in registers, clocking devices, or manual timesheets.
- Monitor late arrivals, early departures, absenteeism, and shift adherence across all gangs.
- Compile weekly attendance sheets for sign-off by the Site Manager and PM approval before submission.

3. Absentee Tracking & Reporting

- Maintain a running log of all employee absences including: full name, position, reason for absence, and duration.
- Submit a weekly Absentee Register to validate attendance and assist payroll reconciliation.

4. Payroll Coordination

- Validate and submit DFL records, shift allowances, and approved overtime in accordance with approved timesheets.
- Ensure reconciliation between attendance records, site productivity, and payroll data.
- Address payroll queries in conjunction with HQ HR and site leadership.

5. Labour Compliance & Reporting

- Ensure full adherence to local labour law, client-specific requirements, and local content obligations (e.g. expat vs local ratios).
- Prepare manpower reports and maintain current workforce rosters for PM review.
- Maintain all records required for client audits: contracts, permits, ID documents, training certificates, and leave records.

6. Disciplinary Management

- Enforce the site code of conduct consistently and without favouritism.
- Issue verbal warnings, written warnings, and initiate formal disciplinary hearings where required.
- Manage grievances and mediate disputes between workers and supervisors in a fair and structured manner.

7. Employee Welfare

- Coordinate transport and accommodation logistics where applicable.
- Monitor and report on health incidents, injuries, or HR-related issues.
- Act as the communication link between the workforce and site management on all non-technical issues.
- Facilitate the election process for an Employee Representative Forum.
- Organise and minute monthly Employee Representative meetings to address workforce concerns and minimise labour disruptions.

8. Documentation & Filing

- Maintain individual files for each employee — both physical and digital — covering all HR documentation.
- Archive all HR documentation in accordance with legal retention policies and project-specific requirements.
- Ensure data accuracy across all registers, attendance logs, and discipline records at all times.

Weekly HR Reporting Requirements

A. Time & Attendance Sheet

- Prepared weekly by HR/Supervisor.
- Must be signed off by the Site Manager.
- Must be approved by the Project Manager.
- Final version submitted to: Leanne Woods (Enl HR) and Paula / GP Consult (Gerhard Jnr) — Deadline: End of each working week.

B. Absentee Register

- Lists all absent employees for the week with: Name, Position, Reason for Absence (if known), Duration.
- Must be signed off by the Site Manager and validated by the Project Manager.
- Submitted alongside the weekly attendance sheet.

Authorised By:

_____ Dave Opperman Manager – Projects GP Consult SA	_____ Date
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_____ Employee	_____ Date
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CONSTRUCTION SUPERVISORS

GP Consult SA | Projects Department — Reporting Functions & Responsibilities

Reporting To	EC&I Site Manager
Department	Construction Execution
Classification	Supervisory
Scope	EC&I Works — Assigned Discipline or Work Front

Role Summary

Construction Supervisors are the frontline leaders responsible for the daily planning, execution, control, and reporting of construction activities within their assigned scope of work. Their role is to ensure that labour, materials, and production are effectively coordinated and consistently aligned with the project schedule and cost expectations. Supervisors are the primary link between the planning function and the physical work on site.

Core Reporting & Execution Functions

1. Daily Work Progress Reporting

- Complete and submit a Daily Supervisor Diary each day, capturing: tasks performed, quantities completed, team members present, location/work front, site conditions, and any deviations from plan or technical issues.
- Submit the completed diary to the Planner and Site Manager by 17:00 daily.

2. Reporting to the Project Planner

- Report daily on actual progress vs planned tasks, including actual durations vs planned durations.
- Highlight any delays immediately with: photographic evidence, reason for delay, time lost, and impacted areas or trades.
- The Daily Supervisor Diary is a primary input to all planning updates and earned value calculations.

3. Safety & Compliance Reporting

- Enforce proper PPE usage and site access control at all times.
- Report all incidents, near-misses, and unsafe acts or conditions immediately to the Safety Representative.
- Coordinate with the Safety Rep to verify observations and submit records to the Safety Manager.

4. Schedule Adherence & Earned Value

- Track team progress against the schedule and ensure tasks are completed on time and in logical sequence.
- Participate in weekly earned value reviews with the Planner and PM to assess whether the team's rateable output covers cost.
- Identify productivity gaps or sequencing issues and receive guidance on reallocation or acceleration requirements.

5. Weekly Reporting Duties

- Support the preparation of weekly progress updates and productivity analysis reports.

Report Submission Summary

Report Type	Submitted To	Frequency	Format
Supervisor Daily Diary	Planner + Site Manager	Daily	Digital or Hardcopy Form
Delay Report (with photos)	Planner / PM / Safety	Daily or	Diary + Photo Evidence

		Immediate	
Safety Observation	Safety Manager	Daily	Safety Rep Log
Weekly EV / Performance Review	PM + Planner	Weekly	Verbal + Summary Notes

Accountability

Supervisors are directly accountable for, but not limited to, the following:

- Accurate and timely reporting of daily activities and production quantities.
- Providing delay evidence with full transparency — no delay is too small to document.
- Keeping their assigned section aligned with the overall project schedule.
- Actively participating in earned value tracking and cost control efforts.
- Upholding safety, quality, and workmanship standards at all work fronts.

Authorised By:

Dave Opperman Date
 Manager – Projects | GP Consult SA

Employee _____ Date _____

PROJECTS ENGINEER

GP Consult SA | Projects Department

Reporting To	Manager – Projects
Department	Projects Department
Classification	Professional / Engineering
Location	Johannesburg HQ / Site-Based as required

Main Purpose

The Projects Engineer is responsible for managing and coordinating all facets of project delivery — including administrative, financial, contractual, technical, procurement, installation, commissioning, quality assurance, and safety assurance — throughout the full duration of the project. This role requires a technically competent, commercially aware engineer who can operate effectively in both office and field environments and drive project outcomes from inception through to successful handover.

Core Responsibilities

1. Project Management & Coordination

- Manage contractual administration and support the resolution of commercial or technical disputes.
- Identify, analyse, and interpret project KPIs; implement corrective strategies for problem areas proactively.
- Consolidate and review project reports for internal and external stakeholders.
- Participate in regular progress and review meetings with the client, subcontractors, and internal leadership.
- Provide ongoing programme progress feedback to the Manager – Projects.
- Report all implementation concerns and risks pertaining to the project in a timely manner.
- Coordinate communication between internal and external project stakeholders.
- Monitor and manage programme performance against contract deliverables.
- Liaise with contractors and subcontractors regarding project deliverables, constraints, and resolutions.
- Interface with the client's project representative regarding status reports, contract obligations, and execution phases.

2. Resource & Budget Management

- Closely monitor and measure performance against the approved budget and project design.
- Track and manage all project resources, ensuring optimal utilisation throughout execution.
- Manage effective cost engineering and planning integration.
- Actively participate in project, review, and coordination meetings at all levels.
- Identify training needs and arrange for skills development as required.
- Establish and manage outsourced project services where applicable.
- Manage the outputs of subcontractors and the project team against the agreed scope.
- Accept accountability for installation, commissioning, and handover of the project to the client, in conjunction with the main contractor and subcontractors.

3. Procurement & Manufacturing Oversight

- Process customer and project requests in line with technical requirements and agreed contract scope.
- Ensure all technical requirements are captured in procurement documents and purchase order requisitions.
- Review client specifications and confirm materials on requisitions comply with these specifications.
- Liaise with suppliers on commercial and technical aspects to ensure conformance with project specifications.
- Monitor manufacturing schedules and ensure equipment delivery dates will be met.

4. Installation & Commissioning

- Be present on site regularly during the construction phase and on a full-time basis during commissioning.
- Manage and coordinate OEM-provided personnel, approved contractors, and subcontractors.
- Assist with all handover aspects of the project and ensure a clean, documented close-out.
- Resolve commissioning issues efficiently and effectively, with documented corrective actions.
- Ensure all changes made during commissioning are accurately documented for future project reference.

5. Continuous Improvement

- Continuously improve internal engineering systems and procedures.
- Share technical knowledge through formal and informal training of junior team members.

Minimum Qualifications & Experience

- Matric (National Senior Certificate).
- Recognised tertiary qualification: B.Eng or B.Sc (Engineering) degree.
- Minimum 3 years' experience in the engineering and projects environment; EC&I construction experience is a strong advantage.
- Proficiency in MS Office (Word, Excel, PowerPoint) and MS Project / Primavera P6.

Competency Requirements

- Valid driver's licence and passport.
- Strong verbal and written English communication, including formal presentations.
- Ability to make independent, sound decisions under pressure.
- Customer-service orientation with a strong sense of urgency.
- Willingness and freedom to travel extensively, including extended periods away from base.
- Hard-working, resourceful, and commercially aware.
- Solid understanding of project management principles and disciplines.
- Strong interpersonal, problem-solving, and organisational skills.
- Self-driven with meticulous attention to detail and the ability to manage multiple concurrent activities.
- Effective team player with a positive, solutions-focused attitude.

Authorised By:

_____ Dave Opperman Manager – Projects GP Consult SA	_____ Date
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_____ Employee	_____ Date
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REQUEST TO RECRUIT

GP Consult SA | Human Resources | Projects Department

HR OFFICE USE ONLY

Successful Candidate: _____

Start Date: _____

Date:	
Job Title / Position:	
Company / Department:	GP Consult SA – Projects Department
Region / Location:	
Is this a new post?	Yes / No
If new: Is this position in the Budget?	Yes / No
If existing: Who is this post replacing?	
Is this position permanent or temporary?	Permanent / Temporary
If temporary: Duration?	

Approval

Approval Level	Name	Signature	Date
Requested by:			
Line Manager / Recommended:			
Director / CEO Approved:			

Date handed to HR: _____