

# JOB DESCRIPTION

(MASTER)

**Position**

**Coordinator**

**Division**

**Group**

**Name of Employee**

**Personnel Number**

**A. JOB DESCRIPTION**

**1. Basic Function of Job**

**Assistance to the Project Managers/ Site Managers on all aspects on preparation of project rollouts.**

**Administrative duties**

**2. Duties in Order of Importance (List 5 – 9 Major Activities)**

	<b>Description – What, How, Why</b> (Guidelines: Planning, organisation, Leadership, Control, Production, Maintenance & Other.)
1	Managing of projects preparations
2	Administrative duties
3	Liasing with clients on project level
4	Maintain and adhere to company procedures
5	Interface between planning and installation team leaders
6	Routine control and quality audit on installations
7	Able to install telecommunication equipment
8	Obtain source information for tendering, on ad hock basis
9	Any reasonable task that is necessary for the proper functioning of the division
	<ul style="list-style-type: none"> <li>• Perform Site surveys of envisaged projects.</li> <li>• confirm site survey documentation and assist in determine the BoM</li> <li>• Obtain site readiness approval</li> <li>• Co-ordinate and compile Purchase Requests forms for authorization</li> <li>• Assist with project _____ and material identification and packaging in stores</li> <li>• Assist with compiling the Statement of Work and identify the required responsibilities for envisaged projects</li> <li>• Assist with Hands-on installation training of the various disciplines of the projects, _____</li> <li>• Attend site scheduled meetings, if double booking occurs</li> <li>• Assist with level 0, 1 and 2-implementation support to the contractors, wrt the _____.</li> <li>• Investigate and find suitable solutions for the _____ that might occur during the _____ process.</li> <li>• Co-ordinate and provide feedback wrt the “as-build” requirements by _____.</li> <li>• Liaison with _____ on different variations on installation standards, documentation, WI and QA standards</li> <li>• Compile and ensure all required information is complete for inputs to invoicing, project work order sign-offs, etc.</li> </ul>

**3. Working Conditions**

Office environment

Outdoor on site

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**4. Responsibility and Authority**

**Responsibilities:**

Installation Preparations

Procedures

Quality

Resources Contractors

Project schedules/ Feedback

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**Authority:**

All personnel assigned to Projects

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5. **Control Measures**

Report To: Program Manager – Engineering  
Daily/ Weekly report/ meeting With: Program Manager – Engineering

6. **Tools, Machinery, Materials Needed to Perform Job**

Computer with application software  
Cell phone  
Office with communication infrastructure

**B. CRITICAL GOALS**

The setting of goals in this category must be items for execution in order to develop the position to its full potential, e.g. what must the person do; what are the person's liabilities. A maximum of **5 goals** should be set. (Not personal goals).

Remember: Statements must be **specific, measurable and attainable.**

Project Preparations correct and sound.  
Maintain and adhere to company procedures  
Adhere and build on customer/ Supplier satisfaction  
Establish good communication between \_\_\_\_\_ and clients: Internal and External

**C. EDUCATIONAL, SECURITY LEVEL AND EXPERIENCE**

1. **Educational Level**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. **Security Level**

Strictly confidential  
Client confidential

3. **Specialist Knowledge**

\_\_\_\_\_  
PC literate

4. **Practical Experience**

Microsoft office and Microsoft Projects experience

**COMPILED BY :**

**D. APPROVAL AND ACCEPTANCE**

**APPROVED BY:**  
GROUP LEADER

.....  
Print Name

.....  
Date

.....  
Signature

I, ..... Acknowledge and accept the above job description and specification.

.....  
Signature

.....  
Date

**E. EVALUATION**

**GRADE:**

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**COMMENTS:**

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**CHAIRMAN OF EVALUATION COMMITTEE**

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**DATE**