

**Job Advertisement:
Junior Civil Engineer - Pretoria Office
Department – Roads**

To assist in providing discipline specific engineering services to iX engineers and its clients, including design and construction monitoring duties of primarily road and rail related projects, while supporting the broader iX engineers business, values and vision.

AREAS OF RESPONSIBILITY

1. Business Development and Support

- a. Assist the Engineer/Project Manager by attending tender briefings, providing inputs into tender documentation, writing method statements, assisting with pricing calculations and providing general support during tender processes as and when required and in line with skills level and training provided.

2. Internal Project Management, Health and Safety, Administration and Quality Management Procedures

- a. Comply with Company and Project Management procedures and processes.
- b. Comply with Quality procedures accordance with Company Quality Management Principles.
- c. Comply with and embrace Health and Safety requirements in the work place, designs as well as on construction sites.

3. Project Delivery

- a. Assist in the development of project proposals.
- b. Assist with the preparation of concept/ preliminary and detail designs, reports and estimates under supervision
- c. Assist with the preparations of drawings and tender documentation.
- d. Facilitate and assist with the tender and adjudication process leading up to contractor appointment and site hand over.
- e. Monitor and manage construction activities, under supervision, of the following:
 - i. Attending site and inspection meetings.
 - ii. Ensure that changes to documents and work scope are implemented.
 - iii. Ensure that quality and compliance with specifications are adhered to.
 - iv. Assist with valuations and the preparation of payment certificates.

4. Training and Mentoring

- a. Participate in development training in order to attain professional registration.

5. Client relations and satisfaction

- a. Maintain good working relations with all stakeholders, both internal and external to the company.
- b. Interact with leaders, peers and clients in such a way to command respect and to grow relationship skills.

EDUCATION, LANGUAGE & QUALIFICATIONS

- B.Eng, or similar.
- Excellent communication skills

ESSENTIAL KNOWLEDGE, SKILLS & EXPERIENCE

- Technical and practical engineering skills
- A sound knowledge of the fundamental requirements of the transportation engineering discipline.
- Self-disciplined individual but with good teamwork characteristics.
- Experience in roads projects will be an advantage

APPLICATION PROCEDURE

Applications should be sent to: jobs@ixengineers.co.za by no later than the **3rd of December 2021**. Please clearly indicate which position you are applying for in the subject line.

Although all applications will be considered on their individual merit, preference will be given to Employment Equity candidates.