



## Site Representative

### Introduction to SOLA

SOLA is a vertically-integrated provider of solar technology, finance and engineering expertise in Africa. SOLA grows businesses, connects communities and helps people prosper by advancing the adoption of clean energy throughout the African continent. Our team is committed to powering Africa with clean, affordable energy.

### The overall purpose of the position:

The Site Representative is to perform on-site management of the construction project through a Sub Contracted EPC. The responsibilities will include quality control, adherence to national standards, plan and drawing reviews, value engineering, scope of work check, contract implementation, budget management, safety practices, job site cleanliness and production.

<b>Reports to:</b>	Project Manager
<b>Location:</b>	Site Based (Northern Cape)
<b>Contract Type:</b>	Fixed Term
<b>Start Date:</b>	Jan 2021

### Summary of Responsibilities:

- Implement the QA/QC management system at site
- Coordination of:
  - Quality inspections with all the site subcontractors and vendors
  - Non-destructive testing on site
  - All quality matters with the customer representative
  - Receipt inspections
  - Equipment deliveries, including quality and quantity check.
  - Any issues and replacement of faulty or wrong equipment delivered to and from site in assistance with the Site Administrator
- Distribute relevant QA/QC documentation to site subcontractors
- Verify that the quality related site activities are in accordance with the applicable codes and standards
- Participate in the site internal and external site audits
- Coordinate all the quality site inspections
- Ensure all quality control documentation is compiled and completed for as-built hand over through the engineer
- Control all nonconformance reports and undertake remedial action
- Compete site quality control instructions and action remedial responses
- Review the customers specification and undertake implementation thereof
- Monitor the implementation of the approved site QC Plan
- Complete and coordinate the approval of the sites QC technical submittals to the project manager
- Coordinate with the site construction manager on all quality issues. Coordinate and chair the QA/QC site weekly meetings with the projects subcontractors QC personnel
- Elaborating on inspection and test programs
- Assure all technical documents relative to site quality control are current and that the status of the document is updated frequently
- Cost management (Price forecast of the different materials needed for the project)
- Monitoring project costs ensuring that work is done within budget
- Motivating cost saving methods while increasing productivity and profit
- Track changes to the design and/or construction work and adjust budget projections accordingly
- Create and maintain project reports, registers and schedules

- Advise on a procurement strategy
- Identify, analyse and develop responses to commercial risks
- Liaise with relevant stakeholders, including clients, subcontractors, site managers, projects managers and engineers
- The overall management of the site through the Sub EPC and ongoing construction activities
- Overall responsibility for onsite safety and security
- Overall responsibility for the quality checks needed for the electrical and mechanical parts of the PV site construction
- Responsible for verification and final sign-off on QC documentation on site
- Proactively highlight and manage any risk and delays arising from the site
- Update progress reports on a daily, weekly and monthly basis
- Be involved in the materials control management including over, short and damaged items (OSD Reporting)
- Be involved in the on site logistics plan
- Update and approve progress certificate quantities and submit to the Project Manager
- Send all site instructions to Project Manager for evaluation
- Finding solutions to improve production and complete projects within time

### Key Performance Indicators

- Ensure all project timelines are adhered to and the milestones are met
- Reporting between the Project Manager, EPC Subcontractor and Clients is timely and clear
- Measurable impact on streamlining and consistent improvement of the coordination and communication processes for all activities within the responsibilities
- Detailed KPIs to be confirmed in the contract negotiations

### Minimum Requirements:

#### Qualifications and Experience

- At minimum, 10 years experience in a similar role
- Bachelor's degree will be advantageous
- Two years quantity surveying experience
- Previous onsite PV construction experience is essential
- Direct experience with onsite construction quality checks

#### Technical Competencies

- Have a good overall knowledge of Electrical, Instrumentation, Civils and Mechanical disciplines
- Must be familiar with relevant SANS codes, requirements and specifications, specifically relating to large scale PV plants
- Must be fully proficient in English (verbal and written communication)
- Must be fully computer literate (MS Office Suite and Google App Suite)

#### Behavioural Competencies

- Good leadership and managerial skills
- Must be able to work under pressure
- Manage multi disciplines within a site environment
- The ability to motivate and also intervene when necessary in order to keep the project on track

The ideal candidate will be passionate about the renewable energy industry and the company's contribution to the future of energy; He/she will embody respect and responsibility in the full sense of the word, and will enjoy contributing to a team of highly knowledgeable professionals.

**If you are interested to apply for this vacancy, please submit your CV to [hireme@sola.africa](mailto:hireme@sola.africa)**

**CLEAN ENERGY FOR AFRICA**

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