

External Vacancy



Liciastar is the Principal Contractor to develop the turnkey project of the Kathu solar thermal plant. The project is a 100 MW plant with parabolic troughs and a thermal energy storage capacity of 4.5 hours, thanks to the use of molten salts. Located in the town of Kathu, in the Northern Cape Province, the plant will begin operations in 2018 and will be able to supply electricity to 80 000 homes. Our Vision is: "To Power the future communities with solar energy through innovative technology."

POSITION: Subcontracts Administrator

LOCATION: Kathu Solar Park 15km outside Kathu

REPORTING TO: Subcontracts Manager

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES) The Successful Candidate Will:

- Ensure subcontractors are abiding by contract terms
- Provision of general clerical and administrative assistance including data entry, preparation of various documents such as reports and correspondence
- Maintain a comprehensive filing system and registers
- Maintain accurate and up to date logs of issues, change controls, actions and minutes of meetings, letters, communication and management of files and records
- Must have a reasonable translation and understanding of technical information
- Familiar with regulations and rules on Contracts Management, Health & Safety and implementation thereof

ACADEMIC QUALIFICATIONS:

- Matric/Grade 12 Certificate
- Tertiary Qualification in Business Administration or studying towards
- Computer literacy (MS Office - Word, Excel, PowerPoint, Outlook)

EXPERIENCE:

- At least five years' work related experience (other jobs that prepared you for this job)
- At least three years' experience in administration, record management and/ or document control in a construction environment within purchasing or procurement position
- Proven background in administration (experience working on construction projects advantageous)

ESSENTIAL KNOWLEDGE, SKILLS & COMPETENCIES REQUIRED:

- Excellent MS Office skills
- Has excellent written and verbal communication skills
- Able to build and maintain effective relationships at all levels within the organisation
- Meticulous, detailed, well-organized and able to work independently
- Has a high level of integrity and able to work with confidential and sensitive information
- Technically focused
- Excellent work ethic
- Safety awareness
- Attention to detail

CLOSING DATE: 3 August 2017

CONTACT PERSON: recruitment@liciaSTAR.co.za

Liciastar is committed to diversifying its staff in terms of its transformation and encourages candidates from previously disadvantaged backgrounds to apply. Liciastar will respond to short listed candidates.

Candidates who have not been contacted within six weeks of the closing date can assume that their application has been unsuccessful.