

EXTERNAL VACANCIES



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:**SED Administrator**

LOCATION:
REPORTING TO:

Kathu Solar Park 15km outside Kathu.
SED Manager

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

- Obtain required SED documentation on a weekly/ monthly basis from staff and sub-contractors timeously
- Draw up monthly worker's attendance schedules
- Build good working relationships with relevant internal departments and external sub-contractors
- Develop an efficient and organised filing system for SED documentation
- Advise suppliers and sub-contractors of SED requirements
- Contribute positively to the finance team
- Assist with Problem solving, audits, tracking and reporting,
- Compile reports and documents as required, on progress, issues attended to, actions taken and outcomes
- Ensure full compliance to company SED standards and procedures
- Draft of documents for all SED tasks (Reports, statistics, letters, meetings etc.)
- Document control of all SED documents
- Coordinate and distribute of SED information to Sub-contractors

ACADEMIC QUALIFICATIONS:

- Matric/Grade 12 Certificate
- ND HR / Finance
- Computer literacy (MS Office Visio , MS Word, Excel, PowerPoint , Outlook and Project 2007)

EXPERIENCE:

- At least five years related work experience (other jobs that prepared you for this job).
- Experience in Construction Environment will be advantage
- Must have a valid driver's licence.

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
- Good interpersonal skills and must be sensitive towards the communities

POSITION:**Quality Inspector**

LOCATION:
REPORTING TO:

Kathu Solar Park 15km outside Kathu.
Quality Manager

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

- Adhere to organisational Health and Safety requirements
- Adhere to plant operating procedures
- Comply with lawful and reasonable requests/instructions from supervisors or managers
- Ensure that all equipment is maintained at all times
- Review of quality documents
- Ensure compliance of Project Specifications and Procedures
- Addressing Quality issues and Concerns
- Ensure quality control on site and civil works
- Supervision of Civil Works
- Maintain Good house keeping

ACADEMIC QUALIFICATIONS:

- Grade 12
- Qualification in Engineering
- Medically Fit

EXPERIENCE:

- 4 to 6 years working experience in Quality Control Department field previous experience in construction industry and civil works renewable/oil and Gas energy.
- Working on document control and management systems.
- Must have a valid driver's licence.

ESSENTIAL KNOWLEDGE, SKILLS & COMPETENCIES REQUIRED:

- 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
- Good interpersonal skills and must be sensitive towards the communities

POSITION:**Rigger Warehouse Supervisor**

LOCATION:
REPORTING TO:

Kathu Solar Park 15km outside Kathu.
Warehouse Manger

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

- Ensure compliance with organisational safety, health, environment and quality standards and procedures
- Align, level, and anchor machinery
- Attach loads to rigging to provide support or prepare them for moving, using hand and power tools
- Attach pulleys and blocks to fixed overhead structures
- Control movement of heavy equipment through narrow openings or confined spaces, using chainfalls, gin poles, gallows frames, and other equipment
- Dismantle and store rigging equipment after use
- Fabricate, set up, and repair rigging, supporting structures, hoists, and pulling gear, using hand and power tools
- Must be able to do rope capping, front ends, back ends
- Rope installation and maintenance
- Slings and transporting of heavy materials
- Responsible for all legal files on all lifting equipment
- To be responsible for all legal requirements as per appointment

ACADEMIC QUALIFICATIONS:

- Matric/Grade 12 Certificate
- Certified Rigger (Section 13)

EXPERIENCE:

- At least five years related work experience (other jobs that prepared you for this job)
- Experience in Construction Environment will be advantage
- Must have a valid driver's licence

ESSENTIAL KNOWLEDGE, SKILLS & COMPETENCIES REQUIRED:

- Mechanical Aptitude
- Technical Aptitude
- Physical Aptitude
- Planning and Organising

POSITION:**Administration Officer**

LOCATION:
REPORTING TO:

Kathu Solar Park 15km outside Kathu.
Finance Manager

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

- Adhere to plant operating procedures
- Comply with lawful and reasonable requests/instructions from supervisors or managers
- Ensure that all office equipment is maintained at all times
- Maintain Good house keeping
- Responsible for office administration tasks
- Responsible for all issues with house dealings with the respective agencies (Rooisand, SEEF, Eikenhof)
- Ensure all new Expat arrivals have their house, car and phone ready for the day of arrival
- Pick up people from the airport and make sure they are in their respective house or hotel
- To undertake general office duties to ensure office utilities, office stationery and all of the necessary things for the office
- Make copies of office keys
- Sort out all the queries with the service for the cars
- In case of accident fill in the reports and sometimes go to police station to get the case number
- Administer all incoming and outgoing post via Post Office / Post-net
- Booking of the hotels
- Check all the petrol tickets against the invoices

ACADEMIC QUALIFICATIONS:

- Matric/Grade 12 Certificate
- Office Management Certificate / National Diploma
- Computer literacy (MS Office Visio, MS Word, Excel, PowerPoint , Outlook and Project 2007)

EXPERIENCE:

- At least five years related work experience (other jobs that prepared you for this job)
- Must have a valid driver's licence

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
- Good interpersonal skills and must be sensitive towards the communities

POSITION:**HSE Officer**

LOCATION:
REPORTING TO:

Kathu Solar Park 15km outside Kathu.
HSE Manager

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

- Adhere to organisational Health and Safety requirements
- Assist in developing and implementing safety and loss prevention programs. Be able to identify workplace hazards or risks
- Monitor safety performance of on-site workers to determine vulnerability
- Identify and remove unsafe or hazardous materials from job sites prior to each shift
- Check workers to ensure that they are wearing the right type of clothes (helmets, jackets and gloves) before they begin their shift
- Perform inspection on equipment and tools that workers will use during their shift
- Write detailed report of on-site accidents
- Conduct detailed safety audits on a periodic basis
- Comply with lawful and reasonable requests/instructions from managers
- Conduct safety trainings and orientations
- Maintain Good house keeping
- Be able to resolve Workplace Safety Issues
- Develop and submit comprehensive safety report of each inspection undertaken

ACADEMIC QUALIFICATIONS:

- National Diploma / Degree in Health and Safety
- Registered with SACPCPM
- Additional Health and Safety certificates / courses will be an advantage :NOSA / First Aid / Fire Fighting/ Risk assessments
- Computer literacy (MS Office Visio, MS Word, Excel, PowerPoint , Outlook and Project 2007)

EXPERIENCE:

- 5 - 8 years working experience in the Construction Industry
- Experience in HSE and Construction Environment will be advantage
- Must have a valid driver's licence.

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
- Good interpersonal skills and must be sensitive towards the communities

POSITION:**Procurement Assistant**

LOCATION:
REPORTING TO:

Kathu Solar Park 15km outside Kathu.
Procurement Officer / Manager

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

- Adhere to organisational Health and Safety requirements
- Adhere to plant operating procedures
- Comply with lawful and reasonable requests/instructions from supervisors or managers
- Review & place purchase orders
- Review prices & product specifications from suppliers
- Liaising with all Suppliers
- Verifying suppliers current inventory
- Process purchase request from various departments
- Scheduling material purchases & deliveries
- Maintain Good house keeping
- Knowledge of procurement processes

ACADEMIC QUALIFICATIONS:

- Matric/Grade 12 Certificate
- Relevant Qualification in Purchasing and Supply Chain Management
- Medically Fit

- **EXPERIENCE:**
- 2 to 3 years working experience in Procurement Department
- Knowledge of procurement processes, policies and procedures
- Strong emphasis on accuracy and detail
- Ability to handle multiple projects simultaneously to meet goals and deadlines
- Proficient in Microsoft Office programs, such as Excel
- Good time management and organizational skills
- Basic mathematical knowledge

ESSENTIAL KNOWLEDGE, SKILLS & COMPETENCIES REQUIRED:

- Mechanical Aptitude
- Technical Aptitude
- Physical Aptitude
- Planning and Organising

CLOSING DATE: 30 November 2016
CONTACT PERSON: recruitment@liciestar.co.za



Liciestar is committed to diversifying its staff in terms of its transformation and encourages candidates from previously disadvantaged backgrounds to apply.

Liciestar 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.