



Contractor's Representative

1. Proposed Roles and Responsibilities

- Attending contractual meetings (All)
- Monthly progress reporting consolidation and submission to client
- Preparation of payment certificate
- Contract management (consortium partners as well as its sub-contractors and service providers)
- Resolving disputes at project level and reporting thereof Follow up of payment of invoices submitted to the client

Deliverables (Contractor's Representative)

- Monthly reporting to Project Manager
- Submission of monthly progress report to client
- Submission of payment certificates and invoices to client
- Management of the correspondence register
- of the consortium financial position and performance (monthly management accounts)

Qualifications & Experience (Contractor's Representative)

- Experience in the transport industry or at least qualification in Transport planning
- Experience or knowledge of FIDIC contracts
- Contracts management and project management experience
- Bachelor's degree (minimum)

Closing Date : **24 June 2022**

Contact Person : **Boitumelo Ncapayi (boitumelo@xtremetec.co.za)**

Xtremetec Consortium representatives:

Caswell Mkansi, Frans Kruger, Chris Pretorius

Fairway Office Park, 52 Grosvenor Road, Bryanston, South Africa