

	Works Information	Risk & Assurance
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Title: **The provision of Quality and Safety Management Services at Grootvlei Power Station for a period of 5 (five) years.**

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SCOPE OF WORK

The provision of Quality and Safety Management Services at Grootvlei Power Station for a period of 5 (five) years.

SENIOR TECHNICIAN: QUALITY CONTROL X 3 (2 x MECHANICAL and 1 x ELECTRICAL):

Minimum Qualification required:

- Grade 12 plus National Diploma Technical or N3 Technical plus SAIW Level 1
- 3 years related experience

Job mission/Purpose: To perform Quality Control function for maintenance and outage activities.

Skills and Competencies required:

- Maintenance Processes and Systems
- Maintenance Policy and Standards
- Quality Control and Quality Assurance
- Computer Literacy
- ORHVS Knowledge
- PSR Knowledge
- Communication Skills
- Presentation Skills
- Data Analysis Skills
- Report Writing Skills

Key performance areas

- Conducting Quality Control activities
- Performing physical inspections on maintenance and outage activities
- Providing professional advice on Quality Control
- Performing administrative activities for QC Documentation
- Conducting offsite Quality Control activities
- Conducting Quality Control Inspections on maintenance/outages stock items
- Quality reporting

WELDING ADMINISTRATOR X1

Minimum Qualification required:

- Grade 12 plus National Diploma Technical
- 3 years related experience
- **Welding and Fabrication Inspector Level 2. (S.A.I.W.)**

Job mission/purpose: To perform Welding Administrator function for maintenance and outage activities

Key performance areas

- Review of scope of work for the job against welding requirements
- Advice on the extent of damages and scope (in case of Boiler tube leaks)
- Review and ensure accurate planning and scheduling of welding activities
- Review prepared welding work packages by service providers
- Confirm appropriate welding procedure for the welding activity
- Final acceptance of the job work package
- Liaise between client and welding service provider to give job status feedback to the client as per agreed frequency
- Perform inspections and testing before, during and after welding activities which includes the following:
 - Verify suitability and validity of welder's and welding operators' qualification certificates
 - Verify suitability of the welding procedure specifications
 - Confirm identity of the parent material and its welding and its welding consumables and verify all welding setup requirements are met such as welding parameters (e.g. welding current, arc voltage and travel speed), The preheating / interpass temperature, The cleaning and shape of runs and layers of weld metal, Back gouging, correct welding sequence is followed, ensure correct use and handling of welding consumables.
 - Ensure suitability of working conditions for welding, including environment.
- Perform visual inspections, and ensure correct non-destructive testing is done (for completeness of welding, weld dimensions, shape)
- Ensure that Post-Weld Heat Treatment (PWHT) is performed in accordance with specification.

- Ensure that necessary measures and actions (e.g. weld repairs, re-assessment of repaired welds, corrective actions) are implemented.
- Ensure that only calibrated and validated measuring, inspection and testing equipment are used.
- Ensure that all quality records including data books are prepared and maintained as per applicable specification
- Ensure that all welding are in conformance to Eskom welding rule book.

Skills/Competencies required:

- Communicate (written & oral) in the English language with confidence.
- Excellent listening skills, assertiveness, and ability to coach subordinates.
- Physically fit and able to work in confined spaces.
- Able to read, understand and interpret Engineering drawings.
- Good understanding of materials and welding metallurgy.
- Excellent interpretation skill for welding and material related codes, standards, and specifications.
- Basic understanding of the principles of NDT with emphasis on the basic methods employed in maintenance activities (UT, RT, PT, MT etc)
- Resilience under stress
- Demonstrate ability to listen to the views of others and respond in a logical and well-thought-out manner.

QUALITY ASSURANCE OFFICER x 2

Minimum Qualification Required:

- National Diploma Quality Management or Business Administration
- 3 years' experience knowledge on Quality Management Systems Auditing

Job mission/purpose

Key performance areas

- Consult and develop an and coordinate management systems audit programme
- Perform internal auditing
- Maintain a Management System Audit Programme

- Maintain Quality Risk Program
- Identify and evaluate the risks for the Management Systems Audit Programme
- Report on the audit Programme Performance

Skills/Competencies required including training

- Behavioural (Integrity, Honesty, Trustworthiness, Professionalism)
- Auditing
- Report writing
- Quality Management Systems development and implementation
- Communication
- Co-ordinating

SAFETY OFFICER X2

Minimum Qualification Required:

- National Diploma in Safety Management
- 3 years related experience in power plant or related industry

Key performance Areas:

- facilitate multi-functional disciplinary work groups to compile risk specific Occupational Health and Safety risk assessments and audit process
- Implements, enhances and maintains occupational safety, health programs within parameters of legal requirements ISO and best practices
- Provide professional advice and guidance on Occupational Safety
- Analyse and assess the business needs with respect to Safety and Health Audits
- Develop and advise on implementation and evaluating the lifestyle of risk management processes and projects
- Development, implementation and monitoring of occupational safety and health standards and procedures.

Skills and competences required:

- Skills (Analytical skills, Interpersonal skills, Computer skills)
- Knowledge (Sound knowledge of Safety risk processes, systems and practices, sound knowledge of business processes)
- Behavioural (Integrity, Honesty, Trustworthiness, professionalism)
- Leadership (Team player, motivating)

OCCUPATIONAL HYGIENIST x 1

Minimum Qualification required:

- Relevant occupational hygiene qualification – NQF 7 or higher tertiary qualification (B. Tech Environmental Health /Occupational Hygiene.
- Must be in possession of a Legal Knowledge Certificate.

The job mission / purpose:

- To provide an advisory and support service to the line manager regarding Occupational Hygiene and Safety (OHS) requirements within the business unit.

Key Performance Areas:

- Facilitate the implementation of Occupational Hygiene and Safety (OHS) risk control strategies and processes.
- Provide a professional Occupational Hygiene and Safety consultancy/advisory service to management and staff.
- Develop and implement risk profiles.
- Ensure compliance to legislative and governance requirements of the business unit.
- Advise on training needs analysis to provide training, information and instruction to the employees and contractors to meet Eskom OHS and Legal requirements.
- Ensure awareness regarding the safe use and dangers of electricity by members of the public.

Skills/Competencies required including training:

- Computer literacy
- Communication skills
- Problem solving skills
- Negotiation skills
- Conflict resolution skills
- Presentation skills
- Facilitator skills
- Ability to work under pressure
- Ability to analyse data interpret and make recommendations

SENIOR CLERK DATA CONTROL x 1:

Minimum Qualification required:

- Grade 12/N3, 3 years of experience in related field.

The job mission / purpose:

- To co-ordinate and control SAP PM Master data and provide administrative support.

Key Performance Areas:

- Co-ordinate master data integrity and change control
- Render SAP PM Support and training:
- Assist with stock optimisation
- Contributing to ensuring proper updates of material bills
- Updating the maintenance key performance indicators (KPIs) presentation(s)
- Perform various administrative duties

Skills/Competencies required including training:

- Knowledge of Database Basics and Appropriate Applications
- Knowledge of office techniques
- Communication Skills
- Computer Literacy
- Coaching Skills

NB:

Transport is charged per km travelled and paid on actuals.

Accommodation will be paid on actuals.

Quantities in all items shall not be exceeded.

Supporting documents shall be provided for payment purposes.

Payments will be made on actual hours worked and kms travelled.

The contractor to provide PPE to employees as part of safety requirements.

Candidates from Dipaleseng Municipality who meet the requirements shall be given first priority during recruitments. Where applicable, employees that have experience in the same field and/or are already occupying the same position or have previously occupied the same positions at Grootvlei Power Station shall be given preference where the employer recommends such. The Employer will lead the selection process during recruitments.