



LESEDI
POWER GENERATION | MINING | OIL & GAS

SITE DOCUMENT CONTROLLER

Recruiter	Lesedi Nuclear Services	Date Posted	16 May 2022
AA/EE	Preferred	Contract	12 month contract
Location	Kendal Power Station - Mpumalanga	Availability	1 July 2022
Category	Industrial Projects	Offer	Market Related
Deadline	31 May 2022	Contact	Adrian.Beets@lesedins.co.za

PURPOSE OF ROLE

The Document Controller supports the maintenance and control of all project documentation ensuring document quality by doing routine checks on documentation prior to processing/submission and or filing into the Documentation Management System.

Maintain and track the storage of Hardcopy and Electronic information and ensuring that it is easily retrievable.

KEY PERFORMANCE AREAS

- Provide Configuration Control Support and Services throughout the project:
- Accurate Input information on control logs as required by the project.
- Formatting of documents
- Maintain Filing System accurately and effectively (Manual and/or EDMS)
- Control / tracking engineering deliverables
- Establish and maintain a site document control facility with equipment and storage within a suitable environment
- Process contractor/construction documentation submissions ensuring adherence to agreed turnaround periods and timelines
- Maintain a current set of master AFC drawings in the site document control centre
- Control submission of as built drawings
- Control submission and review of Data Books
- Compile document handover packs.
- Maintain Archive Database

- Scan, image, organize and maintain documents ensuring document quality standards.
- Maintain and report on all registers at any point in time as required including Master Document List (MDL) and Letter Register.

QUALIFICATION AND EXPERIENCE

- Matric with 2 -3 years' Document Control and Record Management related experience in a project and construction site environment
- Proficient in MS Office applications (Excel, Word, Visio and PowerPoint)
- Familiar with Electronic Document Management Systems (EDMS)
- Must be able generate standard tracking mechanisms for information and records,
- Document hand over, archiving and close-out experience

COMPETENCIES

- Knowledge in use of spreadsheets, database, word processing and selected job specific software.
- Ability to organize workload and to manage the project filing method.
- Good communication skills
- Computer literate (Outlook, Excel, Word & Power Point)
- Service orientated (Customer responsiveness)
- Ability to plan and prioritize and manage competing demands
- Integrity – Job requires integrity by doing the right thing in all circumstances.
- Attention to Detail - Job requires being careful about detail and thorough in completing work tasks
- Team player and ability to work within a team environment under pressure

Should you not hear from us within 21 days of the closing of the advert, kindly regard your application to have been unsuccessful.

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