

MPA Consulting Engineers

MPA Consulting Engineers is a well established civil engineering consultancy with offices in Gauteng and Mpumalanga. As part of its continued growth in the Civil Engineering industry, MPA is looking to employ motivated individuals willing to become part of a highly dynamic team.

No.	Position	Qualifications	Experience	Job Functions
1	Personal Assistant to CEO	Degree or diploma in Business or Management and / or Personal Assistant Diploma or equivalent	5 years appropriate experience	Requires working closely with directorial staff or senior management to provide administrative or clerical support necessary to run the organization effectively. Functions will include dealing with incoming communication and managing the process of addressing relevant matters, arranging and attending meetings and assisting in preparation for such, managing diary of the CEO and arranging for necessary appointments as well as producing documents, reports and presentations as required amongst others.
2	Senior Structural Engineer	PrEng	10 years after professional registration in a structures environment	Responsible for managing Structural Division and reporting directly to CEO. Project management experience in a consulting environment essential. Functions will include co-ordinating the work of design engineers and CAD technicians, managing operations within the structures division of the company, certifying design drawings, reporting to senior management as and when required as well as securing work for the division and exploring new markets amongst others.
3	Senior Engineer Water	PrEng	10 years experience in the design of water projects	Responsible for managing the Water Sector, within the Water and Sanitation Division and reporting directly to Business Unit Manager. Project management experience in a consulting environment essential. Functions will include design of typical water conveyance systems, which will include civil infrastructure related to bulk pipelines and canals, water resource management - UAW expertise an advantage. Duties will include servicing existing markets and exploring new market opportunities amongst others. The position is suited to an individual who has an existing reputation within this sector or is on the path of forging one and looking to work with a dynamic organisation in achieving this objective.

4	Water Sanitation Engineering Graduate Engineer	Pr Eng, B Eng/BSc(Eng)	2 years after B Eng/BSc(Eng)	Required to operate in the water and sanitation division. Knowledge of AUTOCAD software and water and sanitation design software would be a recommendation. Functions will include reviewing of plans and specifications, design development to final design concept, quality assurance, preparing cost estimates and tender documentation as well as contract administration. Individual to be groomed for Business Unit Manager's post. Must have exceptional communication skills, ability to network at all levels, self motivated and a high achiever.
5	Traffic and Transportation Engineering Technologist/Graduate	NDip, or B/Eng, BSc (Eng)	2 years after qualifying	Required to operate in a traffic and transportation planning and design environment. Knowledge of appropriate software such as SIDRA,TRANSYT, EMME3, SATURN etc. Intersection and signal plan as well as parking layout designs as well as experience and knowledge of AUTOCAD software would be advantageous. Candidates should be furthermore well versed in technical report writing.
6	Roads and Stormwater Engineering Technologist/Graduate	NDip, or B/Eng, BSc (Eng)	2 years after qualifying	Required to operate in a Roads and Stormwater design environment. Computer literacy essential with proficiency in AUTOCAD a recommendation - exposure to Civil Designer beneficial, AUTOCAD. Keen interest in road and stormwater design would be desirable. Candidates should be furthermore well versed in technical report writing.
7	Information Technology Support	Appropriate IT qualification	3 years after qualifying	Provision of IT support in multidisciplinary engineering consulting practice. Duties to include company IT network management, installation of software (new/upgrades), anti virus and software management, day-to-day troubleshooting and ensuring compliance with software licence agreements. Knowledge of Windows server 2008, and MS Office would be a recommendation.

Please fax your CV to Belinda Appelcryn on 011 781 9711 during office hours, or email to belinda@mpaconsulting.co.za. Please indicate clearly which position you are applying for, and include a copy of your highest qualifications.

CV's must reach MPA by Tuesday, 18 January 2011, 17h00.

If you have not heard from us within one month of the closing date, please regard your application as having been unsuccessful.