

Job Opportunities

Debswana Diamond Company – **Technical Services** would like to invite suitably qualified innovative, results oriented and self-driven individuals to apply for the position listed and described below and join a professional team driven by service excellence, where the demands of the business are met by encouraging team work and addressing the needs of the individual.

PROJECT COST ANALYST (X3) (Re – Advertisement)

Ref: DCC 0000286

Tenable at Corporate Centre

Job Summary

- Performs Cost Analysis in a project environment.
- Integrates Cost Analysis into project controls in projects, i.e., integrate Cost Analysis with planning, planning, project administration, and document control.

Minimum Requirements

- Degree in Engineering/ Finance/Business Administration or related field
- Diploma in Project Management will be an added advantage.
- Project Management Certification in good standing (Costing, Planning, Earned Value Management, Estimating, etc.) in related field will be an added advantage.
- Minimum 4 years in a project cost analysis environment or related field.
- Advanced training in Microsoft Office applications or equivalent (e.g., Excel, Word, PowerPoint, etc.)

Key activities

1. Performs the following:

- Planning, setting-up, and managing cost analysis as part of the project controls system that establishes and maintains the link between key project data.
- Cost Analysis-related integration between project management work, support work, and technical/specialist work, including inter-technical/specialist work.
- Cost-related trends-determination, change request control that impacts on cost, changes to cost-baselines, and monitoring & measurement of the associated cost-related impacts.
- Project Cost Analysis-related governance.
- Project Cost Analysis-related reporting.



- Cost Analysis-related contractual obligations (e.g., the impact and management of escalation).
- 2. Ensures transfer of project Cost Analysis-data between financial, accounting, planning, and procurement systems; the review of errors arising from such transfers; and coordinating actions to rectify such errors.
- 3. Monitors the effectiveness of Cost Analysis standards and procedures, and advise the Project Controls Manager about necessary changes to ensure continuous improvement.
- 4. Manages and controls allocated funds and operates within approved parameters.
- 5. Manages the effectiveness of subordinates by setting-up key performance measures, monitoring and reviewing performance and taking remedial action as necessary.
- 6. Implements knowledge management principles through application of tools and methodologies to continuously improve and sustain business performance.
- 7. Initiates and implements creative and innovative ideas to continuously improve and sustain business performance.
- 8. Establishes and maintains effective relationships with all key stakeholders and partners to ensure achievement of business objectives.
- 9. Coordinates the safety, health and environmental program in area of responsibility.

Only candidates who meet the above requirements need apply enclosing a current curriculum vitae and certified copies of certificates to Email: recruitmentHO@debswana.bw.

Closing Date: 31st May 2017.

