



Project and Datapack Administrator

A vacancy for a Project and Datapack Administrator currently exists at an innovative engineering company, EMSS Antennas. EMSS Antennas (www.emssantennas.com) is a subsidiary of the Alphawave group (www.alphawave.co.za). EMSS Antennas has a world-class team that designs and builds electronic and electromagnetic solutions, including state-of-the-art receivers for the world's most formidable radio telescopes, such as MeerKAT and SKA. Additionally, we are constantly developing our own products. More information can be found here: www.fieldsense.com and www.inrangegolf.com

Job Overview

At EMSS Antennas, we take pride in the products developed and services we offer to industry as an integral partner to project success, meeting and exceeding the client expectations. As a Project and Datapack Administrator, you will be responsible for providing administrative support to project managers and managing and overseeing the technical data-related aspects of projects within the organisation. Your role will involve maintaining and organising project documentation, conducting data configuration activities, and ensuring the integrity of the project datapack.



Key Responsibilities, Accountabilities and Duties

As the Project Administrator:

- Assist project managers in daily administrative tasks.
- Assist project managers in preparing project-related documents, reports, and presentations.
- Update and manage project databases, spreadsheets, and project management tools.
- Track project progress and generate status reports for project managers and stakeholders.
- Serve as a point of contact for project team members.
- Monitor project timelines and milestones, identifying potential issues and risks.
- Collaborate with project managers to adjust project plans as necessary.

As the Datapack Administrator:

- Facilitate and enforce configuration control processes to ensure the identification, documentation, and tracking of all configuration items (CIs).
- Facilitate an established change management process to assess and track proposed changes to CIs, ensuring they align with the EMSS configuration management standards.
- Facilitate and coordinate the production of design and as-built documentation from internal stakeholders, ensuring they meet or exceed the EMSS Antennas standards.
- Assist in the preparation of audit materials as needed.



Qualifications and Experience Required

- Bachelor's degree or three-year diploma in electrical, mechanical, mechatronic or industrial engineering (or a related technical field).
- Applicable experience in administrative roles, preferably in project administration or coordination.



Candidate Profile Description

- A well-balanced high achiever individual with a demonstrated track record.
- Excellent organisational and time management skills.
- Eager to take ownership and be accountable.
- Exceptional attention to detail, strong analytical skills, and ability to prioritise and multi-task.
- Excellent communication and interpersonal skills with management and staff at all levels.
- Flexible enough for an SME environment.
- Capable of working in a highly technical environment.
- A general attitude of serving others to achieve a common goal.
- Ability to work and solve problems independently.
- Goal-oriented, organised team player.



Knowledge and Skills Required

- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Familiar with productivity tools (Trello, GoodDay, and Microsoft Projects).
- Familiar with document version control and configuration management processes.

Terms and Conditions

- Competitive, market-related salary.
- Various company perks.
- Starting date is as soon as possible.
- Full-time employment.
- Documents to return to Carol Stuart (cstuart@emss.co.za):
 - Comprehensive CV.
 - Academic results and applicable certificates.
 - Identity Document.
- Closing date for applications:
 - Consideration of applications will begin on 10 November 2023 and will continue until the position has been filled.