



VACANCY ANNOUNCEMENT

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| Job Title | Projects and Distribution Manager |
| Reports | General Manager - Operations |
| Direct Reports | Four |
| Company | Virtual Gas Network (Pty) Ltd |
| Location | Johannesburg |
| Closing Date | Friday, 6 March 2026 |

Job Purpose and Summary

The employee will be responsible for the operations at Langlaagte Motherstation and Distribution planning for all customer sites.

Main Responsibilities

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| Mother Station, Customer Sites and Deliveries | <ul style="list-style-type: none"> ▪ Ensure that all equipment is 100% operational at all times and that all equipment failures are rectified in a timely manner. ▪ Plan daily deliveries and adjust plan if customer consumption changes. ▪ Plan deliveries for every shift from Monday to Sunday. ▪ Ensure license discs are up to date on trailers, trucks, and vehicles before use. ▪ Ensuring delivery efficiency. ▪ Manage trailer distribution costs. ▪ Ensure that trailers/skids are filled efficiently and in a timely manner to the maximum pressure. ▪ Ensure checklist are complete for all outgoing and incoming trailers/skid and submitted for processing before end of shift. ▪ Ensure the delivery note for all deliveries and collections are complete and is submitted for processing before end of shift. ▪ Ensure that the distribution information is captured accurately. ▪ Ensure checklists are completed daily on compressors and generators. ▪ Analyse data collected from compressors and generators. ▪ Ensure that energy consumption operating procedures are adhere to when running generators and compressors. ▪ Ensure that through the remote monitoring system that the gas consumption of customers is monitored and ensure deliveries on time. ▪ Monitor the condition of equipment through the remote monitoring and report any alarm condition. ▪ Ensure that checks on all equipment, including pipelines, are carried out regularly and perform daily inspections to prevent any gas leaks – report immediately any unsafe condition or where equipment needs to be repaired. ▪ Optimise trailer tyre management. ▪ Uphold high housekeeping standards at Motherstation. ▪ Report to Operations and Maintenance Manager on shortages of necessary spare parts that are kept in stock to deal with routine maintenance and minor breakdowns for all operating Distribution’s requirements. |
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| | <ul style="list-style-type: none"> ▪ Give feedback to the Maintenance and Operations Manager when required on the status and maintenance relating to equipment at Motherstation and customer sites. ▪ Ensure that critical spares are available in relation to Operations and Distribution equipment. ▪ Hold the Operations and Maintenance Manager accountable for the maintenance and safe operation of all equipment at Motherstation. ▪ Record all breakdowns for trucks and trailers with reasons. ▪ Monitor the efficiency of truck Drivers for deliveries. ▪ Hold the trucking service provider accountable for efficient management of the fleet and Drivers. |
| <p>Health and Safety Aspect</p> | <ul style="list-style-type: none"> ▪ Comply with company regulations, policies and procedures and understands that safety is the number one priority. ▪ Comply with safety regulations as set out in the health and safety act. ▪ Ensure that the correct PPE, equipment, and clothing is always worn as specified by SHEQ. ▪ Ensure all customers and contractors are safe when on site. ▪ Assist with the compilation of safety files for new customer installations in conjunction with the SHEQ Officer. ▪ Ensure that any accidents, incidents or near-misses are reported before the end of shift that include but is not limited to staff members, company property, visitors, or customers on company premises to the SHEQ department. ▪ Report any Health & Safety hazards. ▪ Adopt a zero-tolerance approach when it comes to safety. ▪ Safety is not negotiable, and this culture should be driven with all stakeholders. |
| <p>Project Management</p> | <ul style="list-style-type: none"> ▪ Do project costings for existing and potential customers. ▪ Ensure that design and sizing of equipment is suitable for each application. ▪ Develop site layout designs. ▪ Develop project schedules. ▪ Communicate project progress to internal and external stakeholders. ▪ Responsible for the procurement of project material. ▪ Manage project scope from beginning to end (i.e. co-ordinate all aspects of a project to bring it to a successful handover). ▪ Keep the company's asset register up to date for new projects. ▪ Ensure that installations adhere to suppliers' standards as well as prescribed South African and International standards, codes and relevant industry Acts. ▪ Read, study, understand and seek guidance on all equipment manuals to be in the position to assist with the required maintenance and service when required. ▪ Installation data packs management. ▪ Project Commissioning and Reporting. |
| <p>Training and Development</p> | <ul style="list-style-type: none"> ▪ Provide regular training to Operators and keep records. ▪ Identify training gaps for each team member and develop a training programme. ▪ Provide training to customers on completion of new projects when handing over the installation or existing customers that require refresher training. ▪ Develop and implement KPIs for Operators. |



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| | <ul style="list-style-type: none"> ▪ Assist team members to achieve KPIs through internal and external resources. ▪ Ensure that individual team member quarterly KPIs are reviewed and ready for submission every fourth month. |
| General | <ul style="list-style-type: none"> ▪ Project management of all projects at Motherstation and customer sites. ▪ Costings for potential and existing customers. ▪ Procurement of required projects material. ▪ Contractor management for projects. ▪ Commissioning of project installations and reporting. ▪ Trailer distribution management to ensure that all deliveries are done efficiently. ▪ Ensure availability of distribution equipment to prevent gas supply interruptions to customers. ▪ Ensure preventative maintenance that will entail daily inspections and reporting of deviations. ▪ Ensure that the distribution team performs tasks as per the procedures and work instructions. ▪ Legal compliance of all equipment used for trailer distribution. ▪ Communication with customers on the state of trailer deliveries. ▪ Monthly reporting on the status of the department. ▪ Distribution team performance management. ▪ Ensure that the team works safely at all times. ▪ Ensure operational discipline through the team. ▪ The employee will be required to perform any other reasonable request made by the company. |

| Knowledge | Qualifications and Experience |
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| <ul style="list-style-type: none"> ▪ Must have hands on technical experience working with pneumatics, hydraulic, instrumentation, electrical systems, and natural gas experience will be advantageous. ▪ Pipe sizing and installation design. ▪ Familiarity with mechanical and electrical industry standards and codes. ▪ Computer literate on MS Excel, MS Word, MS Projects and Microsoft Outlook. ▪ Must have valid driver's license and vehicle. ▪ Medically fit to work at heights. | <ul style="list-style-type: none"> ▪ Degree/National Diploma in mechanical, electrical, instrumentation or industrial engineering. ▪ Minimum of 3-year working experience. Gas industry experience would be advantageous. ▪ Logistics related qualification would be advantageous. |