



JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: PROJECT MANAGER

JOB SUMMARY:

Responsible for planning and monitoring the implementation of infrastructural development and upgrade works of the Land Settlement Agency from inception to completion.

REPORTS TO:

- Reports directly to the Senior Project Manager and the Manager of Infrastructure Development Unit
- Required to interface directly with Contractors responsible for construction and Design and Construction Supervision Consultants.

SUPERVISION GIVEN TO:

DUTIES AND RESPONSIBILITIES:

- Assist with the review and design drawings and calculations for compliance with Tender Documents, Specifications and Standards
- Contributes to the preparation, planning and negotiation of Contracts for technical and engineering services
- Monitors Contractors performance on civil infrastructural works
- Deal with all aspects of payments to Contractors
- Deal with all aspects of claims and variations to original Contracts

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Construction Methods
- Construction Project Management
- Construction Law
- In-Depth Materials Technology

SKILLS AND ABILITIES:

- Organization Skills
- Excellent Communication Skills
- Management Skills
- Goal Oriented
- Administrative Skills

MINIMUM EXPERIENCE AND TRAINING:

- Degree from a recognized institution in Civil Engineering / Surveying / Architecture or related field
- At least three (3) years graduate experience in the implementation of civil, and infrastructure works
- Experience in project planning
- Suitable combination of experience and formal training in engineering
- Engineering experience in irregular existing developments will be an asset