



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: SENIOR PROJECT MANAGER

JOB SUMMARY:

The Land Settlement Agency (LSA) is responsible for the project management of several programmes under its purview. The Senior Project Manager is responsible for planning, monitoring and implementing infrastructural development and upgrade works within the LSA from design to construction. This includes ensuring all project deliverables are achieved within the stipulated timelines, budget, project plans, and schedules. The incumbent is required to implement project plans, manage and lead project teams, monitor and manage the project scope and develop and implement measures to mitigate project risk issues.

REPORTS TO:

- Manager, Infrastructure Development Unit

SUPERVISION GIVEN TO:

- Project Managers, Design Engineer and other support staff.

DUTIES AND RESPONSIBILITIES:

- Manages the day-to-day activities of the Project Team.
- Develops and implements project plan/proposals.
- Monitors and manages project expenditure to ensure project is completed within budget.
- Manages project schedule to ensure timely completion of the project and milestones, and establishes work plan.
- Manages changes to project scope, including costs, schedule, scope and quality; ensures all changes are documented and approved.
- Monitors and manages project quality to ensure the deliverables comply with agreed standards.
- Reviews 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.
- Manages the Contractor payment process.
- Addresses efficiently all aspects of claims and variations to original Contracts.
- Prepares draft Cabinet notes, reports, presentations and other reporting documents relative to the management of assigned projects.
- Manages the project stakeholder's process.
- Conducts any other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Considerable knowledge of Project Management ▪ Considerable knowledge of Construction Techniques ▪ Considerable Knowledge of Agricultural land development ▪ Knowledge of Construction Project Management ▪ Knowledge of Construction Law ▪ Knowledge of Materials Technology ▪ Knowledge of Construction Contracts
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of Project Management Software. ▪ Ability to lead the project implementation process and devise creative solutions to address problems encountered and resolve conflicts. ▪ Ability to lead and manage small to medium sized projects, including project team within and external to the land settlement agency. ▪ Ability to manage and supervise staff
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Degree from an accredited institution in Civil Engineering / Architecture / Mechanical Engineer or related field ▪ Post Graduate Training in Project Management ▪ A minimum of ten (10) years graduate experience in the implementation of civil, and infrastructure works 	
<u>Additional requirements</u> <ul style="list-style-type: none"> ▪ Engineering experience in irregular existing developments will be a desirable asset. 	