



udecott

Urban Development Corporation of
Trinidad and Tobago Limited

CAREER OPPORTUNITIES

UDeCOTT's Tobago Office

UDeCOTT is seeking to recruit experienced and qualified persons to fill the following vacant positions in the Tobago Office, on Contract.

- **Project Managers**
- **Clerk of Works**
- **Administrative Assistants**
- **Quantity Surveying Technician**

The requisite job descriptions may be viewed on UDeCOTT's Official Website: udecott.com

Applications should be addressed to:

**Senior Manager, Human Resources
UDeCOTT
c/o UDeCOTT Tobago Office
Ground Floor Ashora Court
Milford Road
Scarborough**

Applications together with Copies of Academic Certificates must be submitted either hard copy at the above address or via email to career@udecott.com No later than **4:00 pm Thursday 18th April, 2019.**

Preference will be given to persons residing in Tobago and those who are willing to relocate.

JOB DESCRIPTION

JOB TITLE	Project Manager II
DEPARTMENT	Construction
UNIT	Development
REPORTING TO:	Senior Project Manager
PAY GRADE	

Summary:

The Project Manager II provides project management expertise within the Division, managing and coordinating engineering projects in accordance with quality standards, scheduled completion dates and within approved budget(s). He/she will report to a Senior Project Manager or the Divisional Manager, Construction

The incumbent will provide technical support and prepare business cases inclusive of cost benefit analysis to justify expenditure on project(s).

Education, Knowledge and Experience

- B.Sc. in Civil, Mechanical or Electrical Engineering from an accredited academic institution
- MSc in Construction Management or related discipline from an accredited academic institution
- PMP Certification
- Certificate in OSH
- Must hold valid registration as a Licensed Engineer in Trinidad and Tobago
- Professional membership in international engineering/project management organizations will be an asset.

- Working knowledge of laws and regulations governing large construction projects
- Working knowledge of OSH principles and practices relevant to the Construction Industry
- In-depth knowledge of Building Codes
- Working knowledge of the Companies' Act and other relevant legislation, including OSH
- Working knowledge of State Financial Regulations
- In-depth knowledge of project management methodologies, techniques and concepts.
- Proficiency in the use of Microsoft Office Tools especially Microsoft Projects and any other software relevant to job functions
- Minimum of (5) years' project management experience managing multiple large construction/commercial projects in a large, diverse organization.

OR

- Equivalent combination of Qualification, Training and Experience

Key Functions and Responsibilities

Development of Human Capital

- Liaises with the HR Department and assists in ensuring that approved HR policies and procedures are implemented and practiced within the Division
- Assists in the continuous performance evaluation of junior employees and ensures that recommendations on appropriate training and development opportunities are communicated to the Divisional Manager and the HR Department
- Acts as a mentor or coach within the Division
- Conducts internal training of peers and colleagues in the Division as required

Project Management

- Attends pre-construction meetings with internal and external stakeholders, as directed
- Documents and accurately communicates the decisions/recommendations taken at meetings to superiors in a timely manner together with information on any follow-up action to be undertaken by the Corporation;
- Documents. Evaluates and communicates the Client's specific goals and expectations with appropriate recommendations to superior;
- Conducts research and analysis for the purpose of developing and /or reviewing the Division's standard operating procedures, systems and processes;
- Assists with ensuring that the RFPs/RFQs for each project are clearly documented and communicated in preparation for the Tendering process
- Documents and manages the communication of the RFPs for each project to appropriate personnel in keeping with the approved procedures
- Acts a member of a Tender's Evaluation team
- Prepares the Project Management Plan and accompanying schedules for management's approval
- Monitors and takes necessary action to obtain relevant pre-construction approvals, permits and licenses
- Takes action as necessary to acquire engineering designs, valuation certificates and site inspection reports in a timely manner
- Ensures that all variances or issues impacting on product realization are immediately flagged, and resolved.
- Coordinates projects in an efficient and effective manner to ensure completion within time and budget
- Prepares and/presents documentation for Tender Committee, Board and Cabinet Notes as directed
- Ensures that all documentation relevant to the project(s) are appropriately logged and filed according to the established records management policy and procedures.

Health & Safety

- Facilitates OSH inspections / audits for compliance with health and safety regulations, building codes and other relevant regulations.
- Maintains accurate records of any OSH related accidents and incidents occurring on project sites
- Ensures that members of the project team are provided with PPE and complies with the Corporation's HSE Guidelines at all times

- Liaises with the HSE Department to ensure that reported issues are resolved in a timely manner by the relevant Contractors.

Cost & Budget Management

- Ensures that all works and materials are quantified at current market rates/trends
- Validates and approves Payment Certificates from Contractors and Consultants within parameters of authority
- Assists with documentation to be incorporated into Board Notes for submission to the Board of Directors

Preparation of Reports

- Prepares and submits detailed reports/spreadsheets/presentations in the approved format as required by superiors
- Performs any other related duties as may be assigned by Senior Project Manager/Head of Division

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Operates within the relevant Laws and Regulations
- Operates within Scope and limits of authority

Key Behavioral Competencies

Customer Focus: Has a strong understanding of the ‘gold’ standards service requirements and the significance to the success of the business; Demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; Is well motivated to perform with minimum supervision; Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team’s success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Problem Solving

Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit.

Key Performance Indicators

- Projects are completed on target and within budget
- Variances are accurately documented and supported
- Documentation relevant to project(s) are properly filed and easily retrieved
- Quality reports are prepared and submitted within specified timeframe(s)
- Positive feedback from Internal and External Stakeholders
- Standard Operating Procedures are developed and implemented within the Division

SIGNATURES:	
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EMPLOYEE	SNR. MANAGER HUMAN RESOURCE
.....
DATE	DATE