

## JOB DESCRIPTION

<b>JOB TITLE</b>	Senior Project Manager
<b>DEPARTMENT</b>	Construction
<b>UNIT</b>	Development
<b>REPORTING TO:</b>	Divisional Manager Construction

**Summary:**

The Senior Project Manager supports the Department in providing leadership and technical expertise in the department. The incumbent has direct managerial responsibilities for assigned construction projects, ensuring quality in keeping with the national and corporate standards, and project realization.

The Senior Project Manager is involved in management of the Human Capital of the Department to ensure a level of job satisfaction in keeping with corporate objectives.

**Education, Knowledge and Experience**

- B.Sc. in Civil, Mechanical or Electrical Engineering from an accredited academic institution,
- MSc in Construction Management or related engineering qualification from an accredited academic institution
- PMP Certification.
- Must hold a valid registration as a licensed Engineer
  
- In-depth knowledge of laws and regulations governing large construction projects
- In-depth knowledge of Building Codes
- Working knowledge of the Companies' Act and other relevant legislation
- Working knowledge of State Financial Regulations
- Working knowledge of the Procurement/ Tendering rules and regulations
- In-depth knowledge of project management methodologies, techniques and concepts.
- Proficient in the use of Microsoft Office Tools and Project Management Software
  
- Minimum of (15) years' post BSc qualification experience with a minimum of (10) years' managing large construction/commercial projects

OR

- Equivalent combination of Qualification, Training and Experience

## **Key Functions and Responsibilities**

### **Development of Human Capital**

- Liaises with the HR department as necessary and ensures that HR policies and procedures are implemented
- Ensures the on-going evaluation of line employees and implements the appropriate training and development plans where necessary.
- Develops training plans and facilitate training of all employees within the department.

### **Management of Department**

- Operates as a critical member of the corporate team in the department's strategic planning initiatives
- Assists in developing and monitoring project performance against strategies and plans and takes action as necessary to ensure achievement of goals and objectives
- Implements and monitors modern policies and work processes from pre-construction to handover of completed projects in keeping with corporate guidelines
- Initiates research assignments and statistics gathering from documentation of RFP to sign-off of project.
- Prepares monthly or other status reports as required utilizing the approved formats and software
- Liaises with the HR department to ensure adequate staff recruitment to meet requirements
- Ensures that the records management function is maintained in accordance with approved policies and procedures

### **Project Management**

- Attends pre-construction meetings with clients, contractors and consultants as necessary
- Assists Clients in preparation of User Requirements, ensuring clarity of goals and client expectations
- Ensures that the RFPs for each project are clearly documented and communicated to appropriate personnel in keeping with the approved procedures
- Develops Schedules and Milestones towards achieving the end date of assigned projects and submits for approval
- Reviews and ensures Project Management Plans are documented in the approved format and content is
- Takes necessary action to obtain relevant pre-construction approvals, permits and licenses
- Follows-up with relevant personnel to acquire engineering designs, valuation certificates and site inspection reports as required
- Mobilizes and manages relevant project resources and related issues in accordance with the project plan
- Monitors activities and takes necessary action to ensure milestones are achieved
- Ensures projects are reviewed and inspected, monitoring compliance with building and safety codes and relevant regulations.

### **Health & Safety**

- Liaises with the Health and Safety and facilitates Health and Safety audits as scheduled
- Ensures that Health and Safety issues reported are adequately actioned by the appropriate contractors.

### **Cost & Budget Management**

- Ensures that Project Managers assesses, signs off and approves Payment Certificates from contractors and consultants.
- When necessary, prepares the relevant Board Notes

### **Communication and Relationship Building**

- Assists in maintaining external relationships with contacts e.g. industry associations, suppliers, contractors and statutory organizations for improvement in business operations
- Performs any other duties related to the job function as may be necessary

### **Dimensions and Scope of Role**

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

### **Key Behavior 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
- No negative feedback from Internal and External Customers
- Implementation of policies and procedures in respect of work processes
- Compliance with Health and Safety Laws