



## **PROJECT MANAGER (BUILDING CONSTRUCTION)**

### **JOB DESCRIPTION**

**Country of Operation:** Sudan; Sri Lanka; Afghanistan; Iraq; or the West Bank and Gaza.

**Responsibilities:**

- Conduct planning and budgeting practices to create Project plans containing all facets of the Project;
- Finalizing the designs for structures (horizontal or vertical) with the assistance of the professional advisors and technical staff in consultation and concurrence with all the stakeholders and overseeing the preparation and approval of detailed technical specifications, Bill-of-Quantities, Bid documents duly adopting the most cost-effective and efficient mechanisms;
- Providing effective assistance in the procurement process – encompassing pre-qualification of the contractors, floating of bids, receipt, and evaluation of bids and making appropriate recommendations to the Program Manager in conformity with Procurement Rules and Regulations;
- Initiating advance measures for site preparation and quick inception of construction activities;
- Leading and supervising contractors and international construction supervisors on site ensuring that they meet the highest standards expected and timely execution of different elements of construction;
- Leading the project implementation team and training national engineers in process of development and strengthening of control tools for project management and contract administration;
- Advising, mentoring, and supervising the national engineers on good construction practices and on possible solutions to problems as and when they arise;
- Reviewing the material used by contractors for compliance with Bill of Quantities and specifications and refer to our clients Architect for approval where required and to technical laboratory where appropriate;
- Maintaining the site diaries and progress reports as required by the Standard Operating Procedures;
- Reviewing the existing practice by contractors and make recommendations, where remedial action is required, that will increase the safety and quality in all new and reconstruction projects;
- Assess the work of contractors periodically, measure the completed work and make recommendations to the Program Manager for payments to contractors;
- Conduct periodic project review meetings and furnish weekly progress reports to the Program Manager;
- Perform any other duties as assigned.

**Reporting:** The Project Manager will report directly to the Program Manager or his nominated representative for the particular works.

**Qualifications:**

- MA degree in building/engineering;
- Profound experience as a Project Manager with previous exposure in developing countries involving high risk environments;
- Minimum 10 years of progressively responsible experience in construction of either vertical or horizontal structures;
- Fluency in written and spoken English; Knowledge of the local language would be an advantage;
- Working knowledge of Microsoft Office programs.