

# Job Description

**JOB TITLE: Project Manager**

**DIVISION: Construction Management and Operations**

**JOB PURPOSE:**

The incumbent is required to manage the operations of the construction sites/projects to achieve the objectives of the department.

**WORKING RELATIONSHIPS:**

- Reports to the Senior Project Manager.
- Works closely with internal and external stakeholders.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Conducts site visits and confers with project team members and other stakeholders to ensure work is done in accordance with:
  - o Project Management, Construction Management and Contract Management best practices
  - o Schedule, drawings, and required standards, codes and specifications.
- Prepares documents for the award of contracts.
- Reviews tender submission and make recommendations.
- Evaluates works performed by contractors and makes the recommendation for payments.
- Supervises the work activities for relevant employees performing related work on projects.
- Manages the Performance Management Systems for relevant employees.
- Prepares and submits reports in accordance with the project schedule and the Corporation's requirements.
- Develops and maintains effective working relationships with relevant stakeholders.
- Performs any other related duties and responsibilities consistent with the job title/position.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's Degree in Project Management, Civil Engineering, Construction Management or related Engineering discipline
- Ten (10) to fifteen (15) years in a similar position
- Equivalent combination of training and experience

## **KNOWLEDGE AND SKILLS:**

- Excellent knowledge of project management, construction management, building standards, specifications and codes governing housing and infrastructure projects.
- Working knowledge of OSH principles and practices relevant to the housing and infrastructure projects.
- Excellent project management and organizational skills.
- Excellent analytical and reasoning skills.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint and Project).

