

JOB DESCRIPTION

JOB TITLE: Programme Manager

JOB PURPOSE:

The incumbent is required to monitor and accelerate the operational activities of Housing Programmes, which entails the relevant construction sites and housing developments, under the Construction department of the Construction Company Limited.

WORKING RELATIONSHIPS:

- Reports to the Head of Construction.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- **Strategic & Transformational Role:**
 - Develops and implements strategies for the execution, control, monitoring and close out stages for Housing Programmes. Focused on achieving the organization's delivery goals to successful project performance parameters of Time, Cost, Quality and Health and safety.
 - Strategically utilise unused public residential lands of the HDC for the construction of affordable housing units.
 - Strategically manages and directs the work activities at the construction sites and housing developments within an agreed time and ensuring no cost over-runs.
 - Develops and maintains effective working relationships with relevant stakeholders.
 - Develops and implements preventative maintenance programmes for the assigned projects.
- **Operations Oversight Role:**
 - Prepares and reviews pre-tender documents for award of contracts.
 - Reviews and controls costs and resource allocation of projects as required per contractual agreement.
 - Evaluates works performed by contractors and makes recommendation for payments.
 - Conducts constructability sessions.
 - Performs on-site management, supervises and co-ordinates the work activities of relevant employees of the department.
 - Conducts site visits and confers with team members and other stakeholders to ensure assigned work is done in accordance with approved building standards, codes and specifications.

- Performs any other related duties and responsibilities consistent with the job title/position.
- Develops and manages department's/unit's budget in accordance with strategic and operational plans of the Company.
- **Leadership/Relationship Role:**
 - Manages the Performance Management Systems and Annual Vacation for direct reports.
 - Provides coaching and mentoring to relevant employees of the department.
 - Develops and maintains effective working relationships with relevant stakeholders.
- **Corporate Service Responsibility/Public Trust/Compliance/Risk:**
 - Assesses the impact of proposed/existing Project Development and Construction legislations, regulatory policies, laws and regulations pertinent to the organization making recommendation for amendments.
 - Promotes and supports company policies, procedures, mission, values, and standards of ethics and integrity.
 - Identifies operational and reputational risks and develop/implement mitigation measures to address issues identified.
 - Develops and implements health, safety and environment requirements.

REPORTING REQUIREMENTS:

- Monthly Report.
- Achievement Report.
- Project Briefs and any other report required for the assigned Project.
- Performance Appraisals on Reporting Employees.
- Attendance and Punctuality.
- Succession Planning.
- Training Plan.
- Policy and Procedure Reviews and Recommendations.
- Departmental Key Performance Indicators (KPIs) with achievable objectives with established timelines.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Project Management; Civil Engineering; Constructions Management; or related Engineering discipline.
- Master's Degree in related Project Management; Civil Engineering; Constructions Management; or related Engineering discipline.
- PMP Certification.
- Ten (10 years' experience in the field of Engineering, Quantity Surveying, Construction or Project.



- Management with at least five (5) years with supervisory experience in a similar position; or
- 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.
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- Working knowledge of OSH principles and practices relevant to the housing and infrastructure projects.
- Ability to convey concepts and solutions to a multi-disciplinary team, stakeholders and higher authorities via oral presentations, written reports, maps and drawings.
- Excellent project management and organizational skills.
- Excellent analytical and reasoning skills.
- Strong negotiation and problem solving skills.
- Ability to establish and maintain effective working relationships with all stakeholders.
- Ability to think strategically, critically, plan ahead and make timely decisions.
- Ability to supervise and manage a team.
- Ability to work independently and with multi-disciplined and cross functional teams.
- Ability to manage conflicting priorities and handle pressure.
- Ability to work in a diverse, dynamic environment.
- Ability to multitask and complete numerous tasks within deadlines.
- Ability to establish and maintain effective working relationships.
- Ability to demonstrate leadership qualities.
- Ability to maintain confidentiality.
- Ability to analyse and interpret data and prepare comprehensive reports.
- Excellent understanding of project management principles and applications.
- Effective problem-solving, time management, planning and organizational skills.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

