

JOB DESCRIPTION

JOB TITLE: Project Scheduler

JOB PURPOSE:

The incumbent is required to support the Construction Company team through the strategic collection, analysis, and reporting of data on construction projects throughout the various project lifecycles to minimise the risk of variances in project timelines, quality and cost.

WORKING RELATIONSHIPS:

- Reports to the General Manager - Construction Management Company and/or Divisional Manager, Construction Management and Operations.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- **Strategic Management Role:**
 - Develops, implements and maintains an effective scheduling managementsystem via the following to achieve the strategic objectives of the HDC:
 - Portfolio Management
 - Programmes Management; and
 - Projects Management.
- **Operational & Monitoring Role:**
 - Monitors project timelines and deadlines.
 - Identifies and reports potential project schedule delays and facilitates intervention in a timely manner.
 - Evaluates performance and preparing project progress reports.
 - Accommodates updates and changes to established project schedules with a view of recommending systems/controls to mitigate against the risks to the organisation.
 - Conducts site visits and confers with project team members and other stakeholders to ensure work is done in accordance with approved project schedule, drawings, required standards, codes and specifications and best practices.
 - Develops project scheduling process and maintains an efficient record keeping system for the division.
 - Prepares and submits reports in accordance with project schedule and the organisation's requirements.
 - Develops and manages division's budget in accordance with strategic and operational plans of the organisation.

- **Interaction Role:**
 - Coordinates project timelines with internal departments and external stakeholders for best utilisation of resources to achieve goals.
 - Liaises with internal and external stakeholders; as required.
 - Performs any other related duties and responsibilities consistent with the job title/position.
- **Reporting Requirements**
 - Project Status/ Progress Summary Report.
 - Project Risk and Variance.
 - Project Cashflow and Financial Liabilities.
 - Programme Update Report.
 - Delivery Report and Projections for the division.
 - Contractor Performance Report.
 - Statutory Approvals Status Report.
 - Policy and Strategic Development.
 - Monthly Status and Overview reporting for the division.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree and/or Master's Degree in a related Engineering discipline;
- Five (5) years' experience in portfolio and programme management in the construction industry;
- Five (5) years' experience using MS Project and MS Excel will be an asset; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Extensive in-depth knowledge of the scope of projects within the housing and construction industry.
- Excellent knowledge of the importance of Portfolio, Programme and Project Management to be utilised for successful deliverables of projects.
- Excellent knowledge of 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 planning and organisational skills.
- Excellent analytical and reasoning skills.
- Ability to evaluate project progress and facilitate interventions.
- Ability to keep stakeholders informed of project timelines and changes.
- Detail oriented.



- Strong working ethics and ability to treat documents with confidentiality.
- Excellent communication skills (oral, written and interpersonal).
- Advanced proficiency in relevant project scheduling software (MS Projects).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.

