

Project Manager - Senior

Reports To

Director of Programme Delivery Department

Job Overview

Provide technical and administrative support to the delivery of the Recovery to Development Plan. Work as a project manager for projects under both programmes. Provide specialist technical knowledge.

Responsibilities and Duties

- Work as a project manager within the Delivery Department of the RDA.
- Develop scope of works, specifications, bills of quantities and other technical documentation to support the tendering of projects.
- Provide technical input into the development, specification and planning of projects, this will include liaising with Governmental and other stakeholders.
- Develop and manage project budgets where required.
- Provide technical contribution to the Business Case process.
- Ensure the completion of administrative management of all projects.
- Review contract documentation and monitor consultants and contractors' performance against their contractual obligations providing recommendations where divergence has occurred.
- Visit and assess work sites and check consultants and contractors are maintaining required records.
- Manage and report on project risks on a regular basis.
- Review contractor progress on site and report on progress and performance against expected scheduled performance
- Support the writing of monthly progress reports.
- Review, manage and document change orders, variations and payments providing recommendations on action and compliance with the contract.
- Conduct site visits of all projects at least once a fortnight.
- Provide any other supporting duties assigned by supervisor that are deemed necessary to support the effective and efficient delivery of the all projects
- Oversee the timely processing of contractors' payment requests.
- Support the development of concepts and options for construction projects.
- Take part in procurement decisions and technical evaluations
- Support the collection of monitoring and evaluation data to support project development and audit.

- Support and participate in the handover of projects to the user ensuring that all objectives have been completed within time, cost and quality.
- Provide regular feedback and evaluation on contractor performance.
- Complete close out reports for all projects managed.
- Support the recruitment of specialist technical support for projects and planning.
- Provide editorial support to reports generated by the Programme Delivery Department.

Qualifications

- Bachelor's degree in Construction, Engineering or related field
- Demonstrable experience in project management.
- Eight (8) or more years of project or programme management experience
- Excellent decision-making and leadership capabilities
- Possess excellent analytical, presentation, and communication skills
- Ability to quickly/easily adjust to changing priorities/direction
- Must be an advanced user of Excel, Word and PowerPoint.
- Thorough understanding of project planning tools (Gantt Charts and software)
- Demonstrable experience of risk management

Work Environment

Environment: Office and field environment; travel from site to site; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit and stand for prolonged periods of time; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction