



DIVISIONAL MANAGER - PROJECTS

Reports To: Chief Executive Officer

Supervisor To: Project Managers, Civil and Project Engineers, Clerks of Works and other junior Projects staff.

Position Purpose:

The incumbent will be expected to plan and oversee the execution of projects and other related functions of the Projects Departments.

Duties and Responsibilities:

1. Assumes responsibilities for projects fiscal management; for adhering to all EMBD's, governmental, certification, policies and regulations, and for reporting any financial conflicts of interest and irregularities.
 2. Oversees the preparation of pre-tender documentation for the award of consultancy, construction and development contracts and agreements.
 3. Develops construction methods and procedures.
 4. Liaises with all parties involved in projects including local authorities, consultants, clients, sub-contractors and suppliers.
 5. Provide expert advice to the Legal Department on all matters as it pertains to the company's projects
 6. Conducts site meetings and inspections.
 7. Reports regularly on project progress and monitors schedules.
 8. Oversees the development of detailed project plans that identify all tasks that need to be completed in projects including milestones and corrective actions.
 9. Resolves project road blocks by proactively managing issues and risks related to projects.
 10. Produces monthly reports on assigned projects.
 11. Prepares and monitors work schedules and project costings.
 12. Reviews work performed by sub-contractors and makes recommendations for payment.
 13. Assumes responsibility for procurement, and coordinates with all parties involved to ensure work progresses smoothly and is completed on time and within budget.
 14. Performs such tasks as may be required for the smooth operation of the department and organisation.
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REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of FIDIC
- Expert knowledge of MS Project
- Proficiency in Microsoft Office
- Effective report writing skills
- Ability to establish and maintain effective working relationships
- Ability to work independently
- Ability to lead a team of professionals

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Post graduate degree in Civil Engineering
- Honours degree from an accredited educational institution in Civil Engineering.
- Proficiency in FIDIC contract guidelines as evidenced by certification in the most recent modules.
- Must be registered with the Board of Engineering of Trinidad and Tobago.
- At least 10 years' experience in a similar managerial position.
- A suitable combination of qualifications and experience will be considered.

ONLY SUITABLE APPLICATIONS WILL BE ACKNOWLEDGED

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