

TERMS OF REFERENCE

Post: Assistant Project Manager

Reporting relationship: Head of Department

Gross Salary: - MVR 21,805.00

Employment Type: Ordinary (first year on contract)

RESPONSIBILITIES AND DELIVERABLES:

1. Extensive presence and active engagement at the project sites to monitor the works of the project and staff to ensure that orderly progress is made on site.
2. Assist Project Manager to ensure the timely delivery of services to the assigned Projects.
3. Review the Contractor's documents (Method Statements, Quality Manuals, Technical Specifications) and bring any disputes or discrepancies to the Project Manager's attention.
4. Initialize and establish the Quality Management System through Quality management plan
5. Ensure that Projects Team members carry out tasks outlined in the workplan.
6. Liaise with Project Manager and Project Management Unit to ensure timely implementation and management of Projects activities. Maintain constant liaison with the Contractor and their representatives (architects, surveyors, and other technical staff) to ensure the time constraints are taken into consideration.
7. Ensure that the guidance and direction provided by the Project Manager and the Technical Committee are incorporated into the relevant project components.
8. Assist Project Manager to preparation and compiling of information/reports such as annual work plan, annual project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by Government, Funding Agency, and management for review and/or for presentation are provided in a timely manner.
9. Handle the Material Approval process. Checking sample submission, vendor's test report, 3rd party test reports and instruct Engineers on approval process.
10. Ensure the Inspection and Test Plans are followed and assist Project Manager on implementation and controlling of the process by providing necessary feedback.
11. Control nonconforming products and use corrective and preventive action for improvement
12. Ensure operation and maintenance manuals submitted by the contractors are reviewed; and provide guidance where necessary in establishing operation and maintenance procedures for the social housing projects.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE):

1. Completion of MQA Level 7 Qualification in Project Management (Construction)/ Civil Engineering.
2. Must have minimum (03) years of professional work experience in the field of Project management (Construction)

SKILLS AND COMPETENCIES:

1. Strong Analytical skills and critical thinking skills.
2. Excellent management skills and the ability to multitask.
3. Excellent communication skills, with effective stakeholder management
4. Excellent interpersonal skills & conflict resolution skills.
5. Great team player and an effective leader able to motivate project team.
6. Ability to organize, plan, and strategize.
7. Attention to detail and a methodical approach to work.
8. Ability to effectively prioritize and execute tasks in a high-pressure environment
9. Ability to manage multiple projects and work to meet tight deadlines