

Project Coordinator (2-year Contract)

Requirement / Qualifications:

- Minimum Diploma related to Project Management/Business Management/Administration or any related field to the assignment with 1 year of relevant work experience
- Work experience in similar projects/operations will be an added advantage.
- Must be familiar with FIDIC Silver Book

Key responsibilities:

- Overall management of PMU administrative work.
- Organize and secretariat to; project coordination meetings (with contractor) and other project related stakeholder meetings
- Ensure all required materials for the above-mentioned meetings of committees, project coordination and other stakeholders are provided/collected in a timely manner prior to the meetings
- Organize and participate in site visits as required by the project.
- Visit project site for monitoring purposes and give site specific suggestions where necessary/instructed by PM.
- Liaise with project stakeholders, to ensure timely and coordinated implementation of project activities and relevant stakeholder activities.
- Ensure effective communication channels are in place and ensure effective proactive communication with the stakeholders.
- Participate and give input to PMU in any other work-related tasks assigned by the Project Steering Committee / PM.
- Assist the Project Manager (PM) in preparation of policy papers on the deliverables of the project required for senior management when requested by senior management.
- Carry out project activities assigned by PM and ensure timely delivery of services to the Project.
- Complete the day-to-day activities relating to the project, including administrative responsibilities, such as receiving and sending documents and letters.
- Assist PM to provide regular project updates to relevant authorities on project progress and any foreseen risks and constraints for remedial action.
- Assist PM in preparation 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 AIA.
- Ensure all project data, information, assets registry and appropriate records pertaining to the project are kept properly with guidance from PM.
- Provide assistance to the project team in providing overall Coordination to the Operator / Contractor and ensure

timely delivery of the project outputs in accordance to the contract agreement

- Assist PM in developing a mechanism to evaluate, monitor the performance of the PMU staff and prepare performance reports in a timely manner.

Preferred Skills:

- Excellent verbal and written communication skill
- Ability to work efficiently and effectively with a multidisciplinary team.
- Proficient in Microsoft Office Applications
- Customer Service oriented
- Able to manage time and prioritize.
- Must be willing to work for extended working hours.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude.

Benefits:

Salary and allowances will be paid as per company policy.

To be attached with the Curriculum Vitae:

- Cover Letter for Expression of Interest (EOI)
- Copy of national Identification Card
- CV including information that demonstrates that the candidate is qualified to undertake the scope of work.
- Work Experience documentation (description of similar assignments, and experiences in similar field)
- Copies of academic qualification
- Reference letter from current/previous employers
- For candidates currently working at a government institution, a No Objection Letter from the current workplace should be provided.

Deadline: 16th March 2023

Send your application to hr@ganairport.aero