

Terms of Reference

1. Introduction

Post: Project Manager

Type: Contract (3 Months) (Staff can be made a permanent employee of the company based on performance)

Department: Project Department / Implementation Unit

Salary and Benefits: Negotiable

2. Position Overview

The Project Manager is responsible for planning, executing, and finalizing projects according to strict deadlines and within budget constraints. This role involves acquiring resources, coordinating the efforts of team members and contractors/consultants, and ensuring project delivery aligns with the established plan. The Project Manager defines project objectives and oversees quality control throughout the project's lifecycle.

Reporting Relationship and Communication

The Project Manager will report to the unit head daily and regular progress meetings will be scheduled to ensure effective communication and collaboration throughout the duration of the contract unless advised otherwise.

3. Scope of Work

The work of the Project Manager will include the following tasks, among others:

- Oversee the monitoring and supervision of the projects and develop comprehensive project plan to monitor and track progress and performance ensuring successful implementation of projects.
- Ensure that the project progresses according to schedule while adhering to the defined scope and budget.
- Coordinate with the site supervisor to acquire resources and resolve conflicts, ensuring streamlined work progress.
- Prepare a project plan, identify key milestones, and work with relevant stakeholders to ensure these milestones are achieved.
- Provide technical expertise to the management in the development of policies and procedures related to project management
- Inspect progressive payment invoices submitted by contractors and process them to the relevant department for payment.
- If required to conduct inspections outside of Malé, the project manager is responsible for traveling to the island and preparing the necessary inspection reports.
- Prepare and maintain progress reports (Daily log sheet, Weekly updates, Inspection, travel reports, monthly reports etc).
- Provide regular updates and reports on project status, including milestones, budget updates, and any significant developments or risks.
- Prepare status reports by gathering, analysing, and summarizing relevant information and provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
- Utilize industry best practices, techniques, and standards throughout the entire project execution

4. Key Responsibilities

Under the directions of unit head, the Project Manager shall perform the following responsibilities.

- a) Project Monitoring and supervision
- b) Resource coordination and conflict resolution
- c) Progress reporting

5. Stakeholder Coordination

- a) Collaborate with Contractor / Site Supervisor, engineers, and other stakeholders to ensure seamless project execution.
- b) Facilitate effective communication and coordination among project team members.

6. Education and Experience

- A Diploma or equivalent professional certification (MNQF level 5) in the field of civil engineering, architect, building construction or construction management.

7. Skills and Competencies

- Direct work experience in a project management capacity, including all aspects of process development and execution.
- Strong familiarity with project management software and technical know-how of projects.
- Should possess strong planning and cost analysis skills
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Should be able to work as an individual and as a flexible team player
- Excellent client-facing and internal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office
- Should be well-organized, detail-oriented, forward-thinking and proactive.
- Able to identify and delegate tasks to the right personnel of the department.
- Skill in fostering collaboration among diverse project teams.
- Fluency in written and spoken Dhivehi and English language is essential.
