

TERMS OF REFERENCE

Post: Project Management Consultant
Department: Planning and Project Management
Gross Salary: MVR 20,000 - 25,000
Reporting relationship: Reports to the Managing Director

RESPONSIBILITIES AND DELIVERABLES:

1. Act as the Project Management Consultant to execute construction supervision and contract administration services in accordance with the authorities given by FDC.
2. Oversee the project management from the pre-construction to post-construction stage.
3. Provide technical assistance in tendering and bidding, including but not limited to assistance with a) negotiation with contractors/vendors, b) preparation of contracts and c) performing inspections to examine remedial works.
4. Provide assistant to FDC concerning variations and claims which are to be ordered/issues at the initiative of FDC and advice FDC on the resolution of any dispute with the Contractor;
5. Check and approve the Contractor's method of work, including site organization, the program of performance, quality assurance system, local community concerns, safety plan and environmental monitoring plan so that the requirements set forth in the applicable law and regulation, the specification or other parts of the contract are to be duly respected.
6. Evaluate risks and ensure compliance with safety regulations and building codes;
7. Ensure the appropriate permits and licenses from authorities for construction sites are obtained.
8. Regularly monitor physical and financial progress, and take appropriate action to expedite progress if necessary, so that the time for completion set forth in the contract will be duly respected by Contractor;
9. Review and approve the Contractor's design for the work to be constructed, working drawings, shop drawings and drawings for temporary works;
10. Inspect the construction method, equipment to be used, workmanship at the site, and attend shop inspecting and test in accordance with FDC Requirements;
11. Determine the necessary material and supplies are ordered and delivered according to schedule;
12. Verify payment applications submitted by the Contractor and issue payment certificates such as interim payment certificated and final payment certificate as specified in the contract;
13. Carry out timely reporting to FDC for any inconsistency in executing the works and suggesting appropriate correctives measures to be applied;
14. Inspect and verify claims issued by the parties to the contract (i.e. FDC and Contractor) and make recommendations to FDC for agreement between the parties to the contract;
15. Supervise Pre-Commissioning carried out by the Contractor, check and approve the Contractor's Pre-commissioning report, and issue the completing Certificate as specified in the contract;
16. Check and certify as-built drawings prepared by the Contractor;

17. Assist in settling disputes or differences in opinions which may arise between FDC and the Contractor in connection with, or arising out of the construction contract or the execution of the construction and installation, except litigation and arbitration;
18. Collaborate with the management, contractors, engineers, architects and key team members of the project team as needed.
19. Conduct site checks to monitor progress and quality standards as required.
20. Prepare reports regarding job status; and,
21. Perform other tasks related to construction supervision and delivery of the Project.

REQUIREMENTS

- Experience with office management software such as MS Office and MS Projects.
- Good communication, presentation and writing skills in both English and Dhivehi.
- Must be able to work independently, be reliable and organized.
- Proven outstanding quantitative skills, decision-making skills, analytical and problem-solving skills.
- Must be able to provide high-level technical support. Able to make quick decisions and solve technical problems.

Competencies

- MQA level 7 qualification in Civil Engineering/Construction/Project Management or any other relevant field with 3-5 years of professional work experience in the related areas. Or;
- MQA level 5 qualification in Civil Engineering/Construction/ Project Management or any other relevant field with over 5 years of professional work experience in the related areas.
- Proven work experience in similar technical capacity.



APPLICATION FORM FOR EMPLOYMENT

Applicant's
passport size
photo

1. Job Details

Applied position:

Announcement Reference:

2. Applicant's Details

2.1. Full Name:

2.2. Permanent Address:

2.3. Current Address:

2.4. ID Card Number:

2.5. E-mail Address:

2.6. Mobile Number:

2.7. Date of Birth:

2.8. Age:

2.9. Gender:

Male

Female

3. Educational Qualification

G.C.E Ordinary Level and S.S.C Results

Subject

Grade

Year

G.C.E. Advanced Level and H.S.C Results

Subject

Grade

Year

Higher Educational Qualification

Program

Level

From

To

Institute/ Country

4. Employment History

Designation

Office

From

To

5. Applicant's Declaration

I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application.

Applicant's Signature:

Date:

Documents to submit: (Please check if the following documents have been included)

- 1. Curriculum Vitae (CV)
- 2. Educational Certificates (Accredited and Attested copies)
- 3. Copy of National ID card
- 4. Job Reference Letters (Previous/current employment)
- 5. Police Report (On request prior to finalizing of employment)
- 6. Portfolio (if applicable)

Please submit completed application form, with relevant supporting documents addressed to:

HUMAN RESOURCES,
Fahi Dhiriulhun Corporation
8th Floor, H. Orchid
20095, Ameeru Ahmed Magu,
K. Malé, Republic of Maldives.