



JOB DESCRIPTION

Title	Construction Project Manager
Institute/Department	Property and Campus Management Department (PCMD)
Report to	Senior Technical Officer
Location/Campus	Kukum Campus

Summary: The construction project manager oversees all aspects of the building process to ensure the project is complete on budget and within scope. This involved project planning, distributing resources, time management, risk management, creating benchmarks, managing the budget and management key relationship with stakeholders.

Key Duties & Responsibilities

- ❖ Oversee and direct construction projects from conception to completion
- ❖ Review the project in-depth to schedule deliverables and estimate costs
- ❖ Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations
- ❖ Coordinate and direct construction workers and subcontractors
- ❖ Select tools, materials and equipment and track inventory
- ❖ Meet contractual conditions of performance
- ❖ Review the work progress on daily basis
- ❖ Prepare internal and external reports pertaining to job status
- ❖ Plan ahead to prevent problems and resolve any emerging ones
- ❖ Negotiate terms of agreements, draft contracts and obtain permits and licences
- ❖ Analyse, manage and mitigate risks
- ❖ Ensure quality construction standards and the use of proper construction techniques

Necessary Skills/ Requirements

- ❖ Advanced knowledge of construction management processes, means and methods
- ❖ Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- ❖ Understanding of all facets of the construction process
- ❖ Familiarity with construction management software packages
- ❖ Ability to plan and see the “big picture”
- ❖ Competent in conflict and crisis management
- ❖ Strong Leadership and human resources management skills
- ❖ Excellent time and project management skills
- ❖ High degree of familiarity with contract and subcontract documents, terms, and conditions

Qualifications & Experience

- ❖ Bachelor's degree in Building Construction, Construction Management, Civil Engineering, or Architecture
- ❖ 15-20 years of experience in project management within construction