

## **TERMS OF REFERENCE**

**Post:** Project Officer

**Reporting relationship:** Head of Department

### **KEY RESPONSIBILITIES:**

1. Plan, schedule, and coordinate project works under the guidance of the Project Manager. This is not limited to the day to day works and keeping tracks of the projects carried out.
2. Supervision of the construction officers, in relation to the work assignment. Ensure all project works are carried out in accordance with the detailed design, contract document and work schedule. Furthermore, supply clarification of the construction documents, specifications, and drawings as and when required.
3. Ensure, all daily/weekly/monthly reporting of the projects are compiled and issued to the project implementation unit for review.
4. Coordinate and attend progress meetings with all relevant stakeholders. Issues such as progress, schedule update, problems encountered and changes in contract must be raised and handled in a timely manner through these progress reviews. The meeting minutes of all progress meeting should be logged and shared with all relevant stakeholders.
5. Perform all administrative work within the Project Implementation Unit on a timely manner. All communications and documentation with regards to the project should be planned and managed effectively, such that these are easily retrievable when required.
6. Keep inventory of all equipment and other relevant items assigned to the Project Implementation Unit.
7. Liaise with local authorities to ensure smooth implementation of project and resolve any issues related to on-site activities

### **REQUIREMENTS**

- Minimum Diploma in construction management or Civil Engineering (Completion of MQA Level 5)
- Minimum two (02) years of professional work experience in construction project monitoring or with field experience in a construction site supervision.