

TERM OF REFERENCE

Post: Assistant Project Manager

Reporting relationship: Head of Department

Gross Salary: MVR 21,805.00

RESPONSIBILITIES AND DELIVERABLES

Key Responsibilities

- Extensive presence and active engagement at the project sites to monitor the works of the project and staff to ensure that orderly progress is made on site.
- Assist Project Manager to ensure the timely delivery of services to the assigned Projects.
- Review the Contractor's documents (Method Statements, Quality Manuals, Technical Specifications) and bring any disputes or discrepancies to the Project Manager's attention.
- Initialize and establish the Quality Management System through Quality management plan
- Ensure that Projects Team members carryout tasks outlined in the workplan.
- Liaise with Project Manager and Project Management Unit to ensure timely implementation and management of Projects activities. Maintain constant liaison with the Contractor and their representatives (architects, surveyors, and other technical staff) to ensure the time constraints are taken into consideration.
- Ensure that the guidance and direction provided by the Project Manager and the Technical Committee are incorporated into the relevant project components.
- Assist Project Manager to preparation and compiling 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 Government, Funding Agency, and management for review and/or for presentation are provided in a timely manner.
- Handle the Material Approval process. Checking sample submission, vendor's test report, 3rd party test reports and instruct Engineers on approval process.
- Ensure the Inspection and Test Plans are followed and assist Project Manager on implementation and controlling of the process by providing necessary feedback.
- Control nonconforming products and use corrective and preventive action for improvement
- Ensure operation and maintenance manuals submitted by the contractors are review; and provide guidance where necessary in establishing operation and maintenance procedures for the social housing projects.

Employee Specification

- Minimum Undergraduate Qualification in Project Management (Construction)/ Civil Engineering (Completion of MQA Level 7). Must have minimum (03) years of professional work experience in the field of Project management (Construction)