

Job Description

Job brief

We are looking for experienced Project Managers' Construction in West Africa (Ghana, Cameroon, Ivory Coast, Gambia, Sierra Leone and Nigeria) to plan and supervise a wide range of construction projects including facilities from start to finish. The construction will be in the commercial field. You will organize and oversee construction procedures and ensure they are completed in a timely and efficient manner. No Project will begin unless a signed Purchase Order (PO) has been granted.

The Project Manager Construction must be well-versed in all construction methodologies and procedures in the local country and also able to coordinate a team of professionals of different disciplines to achieve the best results.

An understanding of the construction business and the ability to work under deadlines in a fast-paced environment are important for career success. Work experience in the industry is one of the most important requirements.

The ideal candidate will have an analytical mind and great organizational skills.

The goal will be to ensure all projects are delivered on time according to requirements, handed over to client and within budgetary constraints.

Must have a sound knowledge of the construction process understanding of Construction Design and Management

The applicant has worked with a residential product (MSP or Fieldware) and have a strong all round appreciation of development and construction delivery

The Project manager reports into the PMO, who provides leadership and direction to the Project Manager and the delivery team, including acting as the single escalation point

The Role of the Project Manager

Brief 1:

A Churn Move is the relocation of people and equipment either within a floor or between floors, or in some instances between buildings. Generally moves take place within the envelope of space already occupied by the client's business unit and renovated to accepted office standards. Therefore, Churn Move is typically "boxes and furniture shifting "only and excludes modifications made to partitions or associated changes (i.e. air conditioning, lighting and life safety systems)

Brief 2:

Minor Work is defined as a renovation that can affect walls, floors, doors and electrical and plumbing installations within the "tenant improvements" and areas normally occupied for office or subsidiary operations. The work can be caused by relocations (less than 50 people) with requirements that are more material than Churn Moves or work derived from additional business/end users needs

Brief 3:

Capital Works is defined as renovation work required for tenant improvements due to new location fit-out, re-purposing of premises (retail formats or office usage), workplace upgrading, etc that affect the design, internal construction, mechanical, electrical and plumbing and life-cycle operation of a facility. The work can be caused by new, relocate or renovation requirements derived from business/end users needs or from Property optimization and portfolio planning. These Projects are considered investments and will require formal approval in accordance with Client's Regional Property Forum Terms of Reference.

Brief 4:

Major Projects are defined as renovation work required for tenant improvements due to new premises fit-out, re-purposing of premises (retail formats or office usage), workplace upgrading, or new buildings etc that affect the design, construction, MEP and life-cycle operation of a facility. The work can be caused by new, relocate or mechanical, electrical and plumbing renovation requirements derived from business/end users needs or from Property optimization and portfolio planning. These Projects are considered investments and will require a Client Project Execution Document (PED) securing both OPEX/ CAPEX approvals affecting business P&L.

COMMUNICATION (The project manager uses proper written, verbal, and non-verbal skills to ensure clients, subcontractors, and vendors are sufficiently informed of appropriate project information),

CUSTOMER SERVICE (develop and maintain professional and personable access to clients, ensure clients feel served and cared-for during all stages of construction project),

ORGANIZATION AND EXPEDITION (coordinate and analyze project drawings and documents, manage cost and profitability, coordinates and manages multiple tasks and projects in team-based environment).

ISSUES and RISKS (are managed, mitigated and reported on in project reports and at Steering committee meetings).

SCREENING (carried out on any legal entity of a supplier who is engaged by the client to ascertain whether or not that supplier has any questionable affiliations or are otherwise involved in commercial transactions that can have ethical or legal concerns to the client. It is also a mandatory check that needs to be carried out on individuals who work in or on the clients' properties and projects).

Responsibilities

This is the end to end Project Management services from Project initiation to close out in compliance with clients Global Property Project Management Processes.

As the project continues, the project manager typically confers with supervisors or other managers to monitor construction progress, including worker productivity in determining the compliance with building and safety codes.

They must ensure that a project is completed according to schedule.

Managers must resolve problems that arise due to inclement weather, emergencies or other issues that may cause delays.

Their duties include hiring labourers and negotiating contracts, and it is also their responsibility for obtaining permits and licenses from appropriate authorities

Collaborating with engineers, architects etc. to determine the specifications of the project

Negotiating contracts with external vendors to reach profitable agreements

Determine needed resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations

Plan all construction operations and schedule intermediate phases to ensure deadlines will be met

Acquire equipment and material and monitor stocks to timely handle inadequacies

Ensure adherence to all health and safety standards and report issues

Agreeing project objectives representing the client's or organisation's interests and providing advice on the management of projects

Organising the various professional people working on a project

Excellent interpersonal, customer service and communication skills, with an ability to challenge, support, influence and engage senior managers and customers across the organisation and also externally with key stakeholders

Carrying out risk assessment

Ensuring that all the aims of the project are met, ensuring the quality standards are met

The Use of IT systems to keep track of people and progress of project

Recruiting specialists and sub-contractors

Monitoring sub-contractors to ensure guidelines are maintained

Overseeing the accounting, costing and billing

The project manager has responsibilities to manage, evaluate progress and report on the following activities and work streams:

- Project governance activities
- Coordinate and drive Procurement & Contracts
- Ensure Design Management
- Ensure User Engagement
- Manage the Build or Fit Out
- Ensure Test and commissioning
- Manage Close out

Skills required

They must have the following qualities

- Organisational skills
- Analytical skills
- Well developed interpersonal skills
- Numeracy skills
- Financial acumen
- Interpersonal and social skills
- Influencing and negotiating skills
- Commercial awareness
- Communication skills
- Team-working skills Management and leadership skills
- Strong Measurement skills
- Diplomacy
- Ability to motivate people
- Strong Measurement skill
- Management and leadership skills
- Strong Measurement skill

Guidelines and Standards

The Client requires that all projects meet certain internal design guidelines in addition to any local statutory requirements (which must be complied with in all cases).

- Global engineering guidelines
- Global Office Workplace Guidelines (GOWG)
- Branch Office Design Guidelines
- Inclusive Design Standards
- Energy & environment
- Electronic Access Control Systems Installation Standards (EACS)