

Job Description

Cost Controller/ Project Manager

Department/Section & Location: Home Leone Construction- Destiny Village and External Sites

Wage/Salary Range: 2,500,000 per month, plus allowances (plus 500,000).

Function of the department and main purpose of the job.

Duties and Responsibilities:

To report and monitor the development of activities within Home Leone's construction projects. You will work aside the Quantity Surveyor and Foreman to record and maintain accurate required staffing levels, materials consumption, and distributions, using Home Leone's systems such as workflow max and Gantt charts. Data collected is to be reported directly to the Construction Manager.

You will be responsible for controlling stocks, including fuel, and reporting to both the Construction Manager and Site Operations Manager weekly, detailing materials status and requirements across our construction sites.

Accurate records are to be made available to the construction Manager on TEAMS always.

For each construction project, you are to:

- Produce a weekly report showing a comparison of Bill of Quantities against the actual spend and update cost to completion.
- For each construction project, produce a weekly report showing a comparison of BOQ against actual spend and update cost to completion
- Maintain a rolling manpower plan for 8 weeks in advance of which labour/contract is on which site.
- For each project use a Gantt chart and update weekly with a clear job numbering system

- Produce material requirements plan for each project and inform procurement
- Assess any variations to contract, agree with construction manager and produce additional invoices
- Count Destiny fuel, iron rod and cement stocks on a weekly basis and compare to stores worksheets
- Managing site stores process and its integrity, visiting a least on a bi-weekly basis.
- Produce all sales invoices

Specific Limitations to Authority: You must attain authorisation to make detailed changes to any original documents tendered to you. Abbreviations of original documentation is to be maintained within TEAMS.

Responsible To: Construction Manager

- Reporting to the Construction Manager on all construction matters
- Reporting to the Site Operations Manager on all matters related to Destiny Village Site
- Reporting to Procurement Manager on procurement matters
- Reporting to Quantity Surveyor on quantities.

Specific Functional contacts: Your position is of a complex nature, where you will be required to communicate and network within an established internal team and a diverse group of external Sub-Contractors and site workers.

Signature of head of department/section:

Date Job Description prepared: 10th February 2022

Reference to indicate author of job description: Sarah Boxall



Company's Mission: Our mission is to create a movement, developing villages with thousands of low-cost homes, supporting businesses, community infrastructure, education, and training, enabling beneficiaries to make the most of their opportunities. To seek to see the model replicated by others.

We want to see nations free of slum living. As a non-profit, creating a significant holistic and sustainable movement, our pilot “Destiny Village” will enable thousands to exit Sierra Leone’s slums. This community-led relocation plan has already moved over 200 people who this year do not have water and sewage filling their homes. Our programmes include skills development, vocational training and social justice initiatives maximising the effective use of vital infrastructure.”

Compensation Information:

- **Your Salary:** Your salary will be paid on the last working day of the month.
- **End of Service Benefit:** End of service benefit will be paid to employees yearly, at the end of September, and is referred to “End of Year Benefit”. Where employees commence employment and do not complete a whole year of service, your end of year benefit entitlement will be carried over and paid accordingly the following year. You will wave all entitlements to end of service redundancy.
- **Transport Allowance:** In addition, you will be paid 200,000 allowance per month to cover transport costs.
- **Phone:** You will be compensated 50,000 per month for making calls
- **Medical Allowances:** You will receive the sum of Le200,000 in addition to your net wage monthly.
- **Housing Allowance:** An additional rent contribution of Le 50,000 will be paid monthly in addition to your net wage.
- **Retirement Benefit (Nassit):** Employee’s are required to contribute 5% of monthly earnings to Nassit, which will automatically be deducted from your monthly wage. The employer will pay an additional monthly contribution of 10% directly to Nassit state government. Your contributions will return to you through Nassit on retirement.

- **Annual Leave:** You will be entitled to pay leave, as per contract.
 - **Personal Protective Equipment (PPE):** You will be issued with the necessary PPE on the commencement of works.
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Person Specifications

Specific Essential Requirements:

- Project management qualification
- Honesty and integrity are essential qualities desired for the post.
- Critical thinking and assessment skills
- Problem Solving
- Experience of using GANNT charts and Workflow
- Fluency in both word and excel.
- Reliability
- Stores management
- Ability to use accounting software for information including Microsoft Project
- Valid driving licence
- Motivation in personal development
- Excellent communication skills
- Flexibility
- Phone

Desirable Requirements:

- A computer
- Accounting experience
- Team player
- Knowledge of TEAMS

Working Conditions: You will work from Monday to Friday 8am to 5pm, with one hour for lunch. You may be required to work outside of these jurisdictions from time to time.

You will be stationed at Newton and will be responsible for finding suitable housing arrangements if you are successful.



Challenges of Job: You may be required to work in wet conditions during the rains.

Training Needs: Continuous motivation to learn and develop necessary skills and qualities required to continuously meet internal and external demands and trends within your field. You will be required to complete mandatory training.

Your training needs are to be identified during assessment.

How to Apply:

All applicants must apply by sending copies of their Curriculum Vitae to:
sarah.boxall@homeleone.org and jonathan.allie@homeleone.org

Suitable applicants will be called for interview and will be required to bring with them copies of qualifications and certifications on the day.

For further information, call Jonathan Allie on: 078649022/088-886736

All the best!