

## TERMS OF REFERENCE

### CONSTRUCTION SITE MANAGER FOR 5MW SOLAR PV PROJECT IN BO

Solar Era Holdings Limited (SEH) is seeking to recruit a qualified, experienced and competent Site Manager for the construction of Solar Era Project.

Solar Era is a 5MW solar PV Project located in Bo, Sierra Leone. The project is located halfway between Bo and Kenema, approximately 300KM east of the Capital City, Freetown and 1Km North east of Yamandu Village in Baoma Chiefdom of Bo District, Southern Sierra Leone. The main components of the project are solar PV modules, solar power inverters, power connection units, medium voltage 33kV step up transformers and grid connection equipment.

The Site Manager will be based on the construction site full time and shall report to the Owners engineer project manager and SEH's Head of Design and Construction. He/she is expected to oversee the day to day construction activities, maintaining the project schedule to meet contract requirements; providing direction and supervision of all field personnel and activities related to the physical construction of the project, oversight and supervision of the contractors; supporting Management by monitoring and reporting any deviations in the project budget; oversight of the data management for all project data flows including submittals, drawings, etc.

The job description for the position is described below:

#### Responsibilities

- All construction related inspections on site;
- Keeping of records, daily diaries and photographs;
- Issuing of site instructions to the EPC Contractor;
- Monitor and document onsite progress in conjunction with the Owners Engineer;
- Coordinating correspondence to and from the Contractor;
- Attend progress meetings;
- Coordinate site activities;
- Complete necessary paperwork for material and equipment delivery; and
- Additional duties required as needed

#### Qualifications

- Degree in Engineering or relevant qualification
- A minimum of 3 years' in Construction site supervision with experience in Solar Projects preferred
- Excellent people management and leadership skills;
- High level of computer literacy and strong report writing skills.
- Experience with working within the renewable energy industry
- Knowledge of major PV components (PV modules, inverters and racking systems, etc.)

- Excellent communication skills
- Fluent English speaker
- Flexible and co-operative personality
- Detailed knowledge of construction budgets and schedules

**Desirable Background**

- Previous experience in site management or monitoring in the PV industry
- Electrical qualification