



MINISTRY OF INFRASTRUCTURE COMMUNICATIONS UTILITIES & HOUSING

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JOB ADVERTISEMENT

TERMS OF REFERENCE FOR PROJECT MANAGER FOR ASSIGNED UK GRANT FUNDED PROJECTS

1 INTRODUCTION

The Government of Anguilla, through the Ministry of Infrastructure, Communication, Utilities, and Housing is seeking to procure the services of suitably qualified persons to serve as Project Managers for various infrastructure projects commencing in the second quarter of 2018. Each Project Manager will be responsible for providing construction management and supervision services for the project and will be based at the Ministry of Infrastructure, working in collaboration with ministry's personnel.

2 OBJECTIVE

To manage the activities related to the execution of the assigned projects and ensure they are delivered within budget, time and to an acceptable standard.

3 SCOPE OF SERVICES

The scope of services of the Project Manager will include, but not be limited to, the following:

- a) managing the implementation of assigned projects. This includes overseeing all contracts for services, goods, and works associated with the projects;
- b) approving the contractor's work programme, work methods, contractor's working drawings and as necessary, prepare and issue further drawings and/or give instructions to the contractor;
- c) preparing monthly reports on the progress of works indicating any engineering difficulties affecting their efficient and timely execution, commencing one month after the start date stated in the construction contract;
- d) recommending and overseeing tests to be performed on materials and equipment to be incorporated in the works, such as testing of concrete cylinders, special soil tests, and compaction tests;

- e) consulting with the Chief Engineer and providing technical advice during construction;
- f) identifying construction problems and delays and recommending actions to expedite progress if the works fall behind schedule;
- g) inspecting works periodically during construction period;
- h) managing project costs and keeping records of project-related expenditures;
- i) issuing approved variations to construction contracts;
- j) inspecting and certifying payments for construction works accepted;
- k) preparing a contract completion report within four weeks of the date of issue of Taking Over Certificate, including an evaluation of the contractor's performance; and
- l) any other duties related to the implementation of the assigned projects.
- m) chairing regular site meetings with the Contractor to determine progress verses programme

4 KEY RELATIONSHIPS

Reports to the Chief Engineer, Department of Infrastructure. Liaise with the Deputy Chief Engineer, Building Engineer, and Roads Engineer. Liaise with Health and Safety Officer.

5 QUALIFICATIONS

The Project Manager should have at least five (5) years' experience in project management. The incumbent must have a sound knowledge of procurement methods, contract administration and the project management cycle. The individual should be computer literate and have good interpersonal and communication skills.

Such knowledge and skills would have been acquired in the process of reading for a university degree in Civil Engineering, Construction Management, Project Management, Contract Administration or related field. Further, the individual should have no less than five years post-qualification experience working in a similar capacity.

6 REMUNERATION

The selected individual will be paid EC\$9,000 per month (including travel and telephone allowance).

7 APPLICATIONS

Interested persons should submit application letters along with curriculum vitae and proof of qualifications and experience in a sealed envelope; titled - **PROJECT MANAGER FOR ASSIGNED UK GRANT FUNDED PROJECTS** to the Permanent Secretary, Ministry of Infrastructure, Communication, Utilities and Housing, Coronation Avenue, The Valley, Anguilla on or before 4:00pm on Tuesday 3rd April 2018. Letters from two referees and proof of qualifications should also accompany the applications.