

JOB TITLE: Project Manager

DEPARTMENT: Project Management Unit (PMU)

REPORTS TO: Manager Major Projects

KEY STAKEHOLDERS AND RELATIONSHIPS

Manager Major Projects (PMU), International and National PMU Officers, Project Managers, UWSSSP Consultants, Chief Operations Officer, Coordinators and Team Leaders

Responsible for; OTIF delivery of project outputs and outcomes within cost and quality requirements and optimised performance of the project management department.

PURPOSE AND SCOPE OF ROLE

The selected candidate will be expected to work closely with the Manager Major Projects (PMU) as well as other international and national PMU officers, and contribute to the successful management, implementation, and delivery of the UWSSSP and SW capital works program.

KEY DUTIES/RESPONSIBILITIES PERFORMED

The responsibilities of the Project Manager will include, but not be limited to:

1. Take a lead role in management of all ongoing UWSSSP and SW capital assigned projects;
2. Close support to and liaison with the Manager Major Projects as well as other international and national PMU officers, other government agencies, ADB and co-financiers on all matters pertaining to the implementation of the UWSSSP;
3. Close support to and liaison with the Manager Major Projects as well as other international and national PMU officers, SW Operations officers, and other government agencies on all matters pertaining to the implementation of the SW capital works program;
4. Take a leading role in management of all contracts procured under the above listed projects;
5. Participate in the preparation of documentation and facilitate progress and management meetings;
6. Participate in the preparation of progress reports and other reports in a timely manner for submission to Manager Major Projects, ADB and the government agencies.
7. Coordinate with PMU and SW Operations project teams, and provide consolidated advice to the Manager Major Projects, PMU Project Managers and SW Operations officers on project related matters;
8. Monitor all activities of subordinate PMU officers, including Project Engineer's;
9. Provide financial management oversight on assigned projects and ensure that financial reports and status are up to date;
10. Liaise with environmental and social safeguards officers and ensure that ADB's safeguards requirements are complied with and participate in the preparation of monitoring reports timely submitted for SW and ADB's endorsement;
11. Manage contract administration including budgets, payments and deadlines, and coordinate timely review of contractors' and consultants' (variation) claims and progress reports;

12. Review the contractors' and consultants' invoices and certify for the processing of payment;
13. Review consultant's designs and contractor's drawings and calculations to check arrangements for optimized operation and maintenance and verify compliance with contract specifications and relevant standards; and
14. Coordinate with other Project Managers, UWSSSP consultants, Project Engineers and other PMU officers to ensure that testing of materials

KEY COMPETENCIES

Leadership Competencies

Accountability: Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Customer Service: Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.

Communications: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed. Writes in a clear, concise, organized, and convincing manner for the intended audience.

Team Work/ Building: Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

Action Management/Decisiveness: Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

Strategic Thinking: Formulates objectives and priorities, and implements plans consistent with the long-term interest of the organization in a global environment, Capitalizes on opportunities and manages risks.

Problem Solving: Identifies and analyses problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.

Safety Commitment: role models safe behaviours and ensures all staff are aware of their contribution to safety, supporting consequence management

KEY SKILLS

1. Practical experience in managing civil and engineering works contracts in water/wastewater
2. Demonstrated experience in managing consultant teams in water/wastewater
3. Demonstrated experience in the following would be an advantage;
 - a) Procurement of works contract
 - b) ADB Works Small Conditions of Contract
 - c) Recruitment of consultants (firms and individuals)
 - d) Safeguards – Environmental, land acquisition and resettlement, climate change adaptation and disaster and risk management
4. Excellent command of written and spoken English

QUALIFICATIONS OR EDUCATION

Essential

Civil Engineering Degree from a recognised training institution with at least 5 years general experience in civil works contract and engineering teams.

Desirable

- Membership of a professional civil engineering body
- Previous experience working on World Bank and/or ADB projects using World Bank and/or ADB project management guidelines.

Experience

At least 5 years general experience in civil works contract and engineering teams with:

- At least 5 years' experience in managing civil works contract in water/wastewater
- At least 5 years' experience in managing consultant teams in water/wastewater