**Job Description:** Construction Project Manager - Unlocking Talent Project

**No. of direct reports:** VSO construction volunteers and contractors

**Country, Group & Function:** Malawi, Africa

**Role Purpose:** To manage and oversee the construction section of the Unlocking Talent (UT) Project in close collaboration with Ministry of Education Science and Technology (MoEST). The role will ensure that UT Learning Centres (LCs) are constructed to required specifications that provide children with an environment safe and conducive for learning.

**Responsibilities:**

**Construction design**
- Review and amend existing drawings and calculations, if required, in participation with project stakeholders.
- (Support in technical design review and modifications using a range of computer software for developing detailed designs)
- Closely liaise with VSO staff, MoEST and donor counterparts in improving existing construction designs to optimize on inclusive education and environmentally friendly infrastructure designs

**Tendering**
- Undertaking technical and feasibility studies including site investigations
- Provide the VSO Procurement Manager with all the necessary technical expertise and support to run the tender processes, to secure contractors to undertake construction and installation of solar systems in accordance with local procurement rules.
- Provide the VSO Procurement Manager with all the necessary technical expertise and support to run a tender to appoint third party supervisors to oversee day to day construction and refurbishments of learning centres
- Lead the development full construction tender dossiers in conformance with VSO, donor(s’) and international construction tender formats like NEC3.
- Participate as the key technical representative in tendering procedures

**Construction Supervision**
- Control and plan work to a fixed budget and timeframe, including the digital technology and education teams to allow them to plan the opening of the schools.
- Work with VSO procurement and project managers to ensure all digital education technology equipment for the project is procured in good time and is available when needed.
- Oversee the construction and verify construction integrity on all critical civil works points ensuring standards are set and remain high.
- Ensure regular and routine site visits by appointed clerk of works are carried out.
- Resolving design and development problems with contractors are the materialize
- Ensure all construction complies with legal requirements, especially health and safety standards.
- Manage the contractor agreements to ensure that all construction works are completed on schedule to the agreed designs and standards
- Plan monthly operational expected spend and apply through VSO’s systems
- Prepare and support processing of payments to contractors including signing-off on completed tasks.

**General management duties**
- Participate in donor meetings and monthly team meetings, updating progress and expenditure.
- Liaising with clients and a variety of professionals including architects and subcontractors
- Scheduling material and equipment purchases and deliveries

**Skills Required:**

**Essential:**
- Chartered Engineer, registered with Malawi Institute of Engineers (MIE)
- 5 years of contract management experience
- Experience of managing multiple construction sites
- Extensive experience overseeing multiple building contractors
- Self-starter able to identify relevant contacts and quickly determine own work plan
- Planning and ability to monitor the plan
- Able to demonstrate strong negotiation skills
- Strong communication, organizational and representation skills – able to communicate the right information to the right people at the right time
- Good record keeping skills
- Ability to prioritize and plan work using appropriate construction project management software
- Good decision-making
- Able to react to events and adjust accordingly
- Excellent written and verbal communication skills in English;
- Ability and willingness to undertake travel within Malawi;
- A valid driver’s license
- Experience of managing and working under a contract.
- Significant experience working in a multicultural team
- Extensive experience in networking and maintaining effective partnerships with development stakeholders

**Desirable**
- Experience of organizational development or working in a capacity building role in a growing small organization
• Managing budgets and project resources related to the construction supervision and monitoring
• Assess the sustainability and environmental impact of the construction projects
• Ensuring projects run smoothly and structures are completed within budget and on time

While the project is reasonably well defined, the candidate should be willing to **identify** and **proactively** react to risks that could impair delivery.