

**Job Description :** Construction Project Manager

**Reports To:** Head of School

**Scope of Responsibilities**

The LCS Project Manager ( PM) will be responsible for overseeing the timely delivery of the range of campus improvement projects identified in the scope of works. The project manager will also act as an advisor to the Head of School and update the Head of School regularly on the progress of the projects specifically relating to but not limited to the planning, supervision, coordination and financial control of the projects. The Project Manager will work closely with a range of professionals during the process which includes the architectural and construction firms to ensure the projects are completed on time and in accordance with the approved specifications.

**General Responsibilities:**

- Review all aspects of the campus improvement projects outlined in the scope of works, including financial, technical and economic factors and advise Head of School on these areas.
- Review the plans in consultation with the Facilities Committee (including environmental impact assessment, architectural designs, cost analysis, project timeliness).
- Support the process of acquiring all necessary permits and applications for building and construction where necessary.
- Oversee all phases of construction, to ensure quality standards and architectural specifications are met, and contracted deadlines are met.
- Work with the Head of School to keep external stakeholders informed (Faculty, Students, Parents, and Community at Large).

- Coordinate all aspects of Health and Safety to ensure that the school operates safely during construction.

### **Financial and Budget Management Responsibilities**

- Work with the Director of Finance and Head of School to finalize project costs as necessary.
- Review the cost control procedures, bid processes, value engineering as part of on-going financial management of the project.
- Advise on procurement of materials and services for all stages of the project.
- Provide up to date financial status of the project to the Finance Committee.

### **Project Management specific responsibilities:**

- Review and advise on the anticipated schedule of the project development according to the project phases and revisit regularly for schedule adjustments if necessary.
- Liaise directly with architect and engineering firms and their representatives during design and construction phases to ensure all parties deliver accordingly.
- Work with the architect, engineers, and facilities committee to write project specifications for all aspects of the project – building construction, interior outfitting/design, landscaping, etc.
- Liaises with the Finance Director regarding all bids and ordering procedures.
- Participate in the hiring of all contractors through a bid process.
- Manage with Finance Director all billing and payment schedules.
- Monitor the timeline at all phases of the project to ensure completion of project as scheduled and inform Head of School of any potential lapses in project schedule.

- Research and propose partners/contractors related to all aspects of the project.
  - Recommend integrated solutions for utilities management, security services, maintenance services liaising directly with architects, contractors.
  - Advise and recommend on proactive cost control measures to ensure the Project is accomplished within budget.
  - Advise on the sourcing of building materials to ensure quality and cost-effectiveness.
  - Overall management of the building sites including logistics, safety and security of the site.
  - Prepare and deliver regular status reports to the facilities committee and relevant Board Committees
- *This position description is designed to outline primary duties, qualifications and job scope, but not limit the employee to only the work identified. It is the expectation of the School that the project manager will offer his/her services wherever and whenever necessary to ensure the success of our school.*

### **Person Specification :**

- Minimum of 5 years experience as a construction project manager.
- Professional certificate as an architect or engineer
- Experience with project finance and economics.
- Experience with procurement and negotiations.
- Proficient in Autocad (or similar design software), Microsoft Schedule and appropriate cost control/tracking software.
- Experience working in an International Environment

**Preferred:**

- Experience with educational facility development.
- Experience working in a multicultural environment.

**Qualifications:**

- Degree in architecture, structural engineering, or a related field.
- A member in good standing of the Ghana Association of Engineers.