

MISSIONS OF HOPE INTERNATIONAL

JOB DESCRIPTION

Position: Construction Projects Officer
Reports to: Manager – Administration & Infrastructure
Supervises: Clerk of Works, Maintenance Assistant
Department: Finance & Administration

OVERALL JOB PURPOSE

This position is responsible for the Management of all facets of construction projects undertaken by the organization to ensure quality is maintained within budgets and stipulated timelines. He or She prepares project plans for each project for approval by the supervisor and reviews progress on a quarterly basis. The position holder helps verify operations for compliance with the law, procedures and regulatory requirements, and other guidelines.

Main Responsibilities

1. Support the organization's infrastructure development strategy aimed at providing affordable infrastructure to an identified market segment.
2. Review and critique all design components of the projects undertaken by the organization including, but not limited to architectural, civil, structural, mechanical and electrical designs to ensure their completeness and practicability.
3. Manage appointment and supervision of all professional services and be involved in cost engineering exercises for projects undertaken by the organization.
4. Ensure all statutory approvals are obtained and updated accordingly.
5. Manage all procurement matters relating to projects including but not limited to management of the tender process, appointment of contractors, subcontractors and management of client supplied items to ensure quality delivery of the project on time and within budget.
6. Ensure appropriate site surveys and investigations are conducted to support smooth implementation of projects.
7. Coordinate and liaise with project lawyers to ensure that all legal requirements and documentation is in order to avoid possible litigation and avoid conveyance delays.
8. Ensure all requisite project funding is secured and monitor utilization of funds to ensure that projects are completed within budget.
9. Manage and monitor the organization's strategy to ensure that projects are closed within the projected timelines.
10. Oversee the day to day administration of the overall construction activities while compiling reports for director/management review.
11. Ensure alignment to project business case by reviewing and reporting on the status of the plan versus realistic implementation.
12. Oversee major maintenance and repairs of facilities.
13. Management and supervisory role over the procurement team.
14. Perform any other duties as may be assigned from time to time by the supervisor in furtherance of MOHI's objectives.

Academic Qualifications and Experience:

1. The holder must have a Diploma or undergraduate degree in Construction Management, Architecture, Civil engineering or other relevant field, with at least three (3) years of professional experience.
2. Member of a recognized Engineers Board of Kenya.

Knowledge, Skills, Abilities and Competencies:

1. Investigation and probing skills.
2. Tact, diplomacy and flexibility in interacting with local authorities & Land owners, customers, service providers, local & regional government & statutory bodies, Institutions, Partners, Investors and MOHI staff.
3. Advanced computer skills: MS Office, SQL Server, Computerized accounting systems etc
4. High level of integrity & honesty, confidentiality and maturity.
5. Excellent oral and written communication skills, including report writing.
6. Attention to detail and accuracy.
7. Ability to make sound judgment and problem-solving.
8. Supervisory and management skills.
9. Ability to work under stress and immense pressure.