



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE PROJECT OFFICER	2. DIVISION HEAD OFFICE	3. DEPARTMENT PROJECTS
4. ORGANISATIONAL RELATIONSHIP The Project Officer will report to the Manager-Projects.		5. NATURE & SCOPE The Project Officer is responsible for assisting in controlling, monitoring and reports all infrastructural projects undertaken by the Authority, ensuring that all documentation relating to project activities are updated and maintained.
6. SPECIFIC ACCOUNTABILITIES The Project Officer: <ul style="list-style-type: none"> □ Reviews all Technical Evaluations and Project Scopes before submission for approval by the Manager-Projects. □ Assists the Manager-Projects in the preparation of the Project Unit's annual budget. □ Maintains appropriate information management system for project records. □ Reviews monthly Variance Reports ensuring that the Project Unit operates within its budget. □ Source quotations for various projects to support the initiation of the procurement process. □ Assists in the preparation of submissions to the Board of Directors. □ Assists in the preparation of tender evaluation reports. □ Assists in preparation of tender documents for infrastructural projects. □ Participates in the evaluation committee for infrastructural projects. □ Ensures that Contractor Assessment Forms are completed at the completion of each project. □ Ensures that Completion Certificates are signed off by all parties and distributed accordingly at the completion of each project. □ Ensures that all project files are updated and maintained in accordance an established filing system. □ Assists in preparing the Unit's progress and status reports on a monthly basis. □ Assists in the supervision of ongoing projects. □ Attends meetings on behalf of the Manager-Projects as required. □ Performs related work as may be required by the approved Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> □ Knowledge of the health facilities requirements. □ Knowledge of the theory and practice of planning. □ Knowledge of the methods and practices of project planning, implementation and evaluation. □ Knowledge of modern research techniques and practices. □ Ability to examine and evaluate data and to present alternative actions in relation to the evaluation. □ Ability to analyze and integrate data, to determine facts and to develop concepts or interpretations. □ Ability to express ideas clearly and concisely, orally and in writing. □ Ability to establish and maintain effective working relationships. □ Ability to work with a multidisciplinary team. □ Excellent business writing skills. □ Ability to prepare detailed reports. □ Willingness and ability to exercise initiative. □ Knowledge of the different types of construction conditions of contract. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> □ Bachelor of Science in Project Management. □ Three (3) years experience in a Project Management/Civil Construction Environment. □ Familiarity with construction procedures and specifications would be an asset. □ Any equivalent combination of training and experience. 		

9. SUPERVISORY RESPONSIBILITIES

- Junior Administrative Assistant

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Manager-Projects
- Engineering Assistant
- Chief Executive Officer
- Members of Management Executive Team
- Members of Management Team
- Facility Coordinator
- Human Resources Department
- Accounts Department
- Central Purchasing Unit

External:

- Ministry of Health
- Project Administration Unit
- Contractors/Suppliers
- Consultants