



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE MANAGER-PROJECTS	2. DIVISION HEAD OFFICE	3. DEPARTMENT PROJECTS
4. ORGANISATIONAL RELATIONSHIP The Manager-Projects will report to the General Manager-Operations.		5. NATURE & SCOPE The Manager-Projects is responsible for managing, monitoring and evaluating projects, contracts/consultants at the Authority.
6. SPECIFIC ACCOUNTABILITIES The Manager-Projects: <ul style="list-style-type: none"> ❑ Oversees the management of projects within the Authority’s Infrastructural Development projects to ensure it adheres to identified timelines and budget allocation. ❑ Collaborates with stakeholders to develop Project Charters for the Authority’s Development Projects under Physical Investments and Hospital Refurbishment. ❑ Monitors and reports on consultancy services to ensure quality, content, productivity and cost are adhere to. ❑ Oversees the planning and execution of all infrastructural works requiring project management within the Authority. ❑ Assists project teams in the development of project requirements, projects scopes, measure project performance by using the appropriate systems for monitoring and control. ❑ Oversees the preparation and approval process for Scope of Works and Bills of Quantities for the Authority’s infrastructural projects. ❑ Prepares periodic reports/status updates on project activities. ❑ Ensures the performance management process for all subordinate staff is managed in keeping with the Authority’s HR Policy and Guidelines. ❑ Serves as a Committee member to Steering Committees as appointed by the Authority. ❑ Performs any other related duties as approved by the appropriate Authority. 		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> ❑ Knowledge of FIDIC Construction Contract standards. ❑ Excellent communication skills, both oral and written. ❑ Strong leadership skills. ❑ Strong critical thinking and problem-solving skills. ❑ Ability to use MS Office Suite inclusive of MS Project. 		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> ❑ A Bachelor of Science Degree in Civil Engineering from a recognized Institution. ❑ Certification as a Project Management Professional (PMP) as recognized from the Project Management Institute (PMI). ❑ A minimum of five (5) years’ experience in Project Management with ability to supervise Design and Construction contractors. ❑ Any equivalent combination of training and experience. 		
9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none"> ❑ Project Officer ❑ Engineering Assistant ❑ Junior Administrative Assistant ❑ Contractors – Contract for Service with the Authority 		

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Chief Executive Officer
- General Manager-Operations
- Facilities Coordinator
- Management Team
- All Heads of Department/Line Managers
- Staff of the Project Department

External:

- Ministry of Health
- Other Regional Health Authorities
- Contractors/Suppliers