



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

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

## 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