



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.
6. SPECIFIC ACCOUNTABILITIES		
The Manager-Projects:		
<div><div></div><div>Oversees the management of projects within the Authority’s Infrastructural Development projects to ensure it adheres to identified timelines and budget allocation.</div><div></div><div>Collaborates with stakeholders to develop Project Charters for the Authority’s Development Projects under Physical Investments and Hospital Refurbishment.</div><div></div><div>Monitors and reports on consultancy services to ensure quality, content, productivity and cost are adhere to.</div><div></div><div>Oversees the planning and execution of all infrastructural works requiring project management within the Authority.</div><div></div><div>Assists project teams in the development of project requirements, projects scopes, measure project performance by using the appropriate systems for monitoring and control.</div><div></div><div>Oversees the preparation and approval process for Scope of Works and Bills of Quantities for the Authority’s infrastructural projects.</div><div></div><div>Prepares periodic reports/status updates on project activities.</div><div></div><div>Ensures the performance management process for all subordinate staff is managed in keeping with the Authority’s HR Policy and Guidelines.</div><div></div><div>Serves as a Committee member to Steering Committees as appointed by the Authority.</div><div></div><div>Performs any other related duties as approved by the appropriate Authority.</div></div>		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES		
<div><div></div><div>Knowledge of FIDIC Construction Contract standards.</div><div></div><div>Excellent communication skills, both oral and written.</div><div></div><div>Strong leadership skills.</div><div></div><div>Strong critical thinking and problem-solving skills.</div><div></div><div>Ability to use MS Office Suite inclusive of MS Project.</div></div>		
8. MINIMUM TRAINING AND EXPERIENCE		
<div><div></div><div>A Bachelor of Science Degree in Civil Engineering from a recognized Institution.</div><div></div><div>Certification as a Project Management Professional (PMP) as recognized from the Project Management Institute (PMI).</div><div></div><div>A minimum of five (5) years’ experience in Project Management with ability to supervise Design and Construction contractors.</div><div></div><div>Any equivalent combination of training and experience.</div></div>		
9. SUPERVISORY RESPONSIBILITIES		
<div><div></div><div>Project Officer</div><div></div><div>Engineering Assistant</div><div></div><div>Junior Administrative Assistant</div><div></div><div>Contractors – Contract for Service with the Authority</div></div>		

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