

Position Title	Project Manager
Department	Infrastructure, Planning & Development Department
Reporting To	Project Director
Type of Position	Contractual

POSITION DESCRIPTION

The Project Manager is responsible for overall planning, execution, monitoring, and completion of all construction works including Buildings, Dams & Water reservoirs, Road's infrastructure & external development of HU Global Campus. The role ensures that all projects are delivered on time, within scope, budget, and quality standards, while complying with Health & Safety requirements.

DUTIES AND RESPONSIBILITIES

Key Responsibilities:

- Ensure execution of all site works is in compliance with design, safety, and quality standards set by HU's Project Management Department.
- Monitor and track project schedules, budgets, and Manpower Histograms as per approved completion duration stated in the Contract agreement for all works contracts.
- Ensure timely project delivery from Contractor within approved cost and quality parameters.
- Proactively assist the Project Director as needed to ensure smooth project progress.
- Ensure adherence to contractual obligations and manage claims, variations, and disputes efficiently and in line with FIDIC Contracts.
- Manage and maintain complete documents record for all site related communication, testing protocols and claims and variations, as per International Construction Practices.
- Monitor site inspections and quality audits regularly.
- Conduct regular progress meetings and prepare detailed progress reports for management.
- Ensure full compliance with HSE (Health, Safety, and Environment) policies and Quality Control & Quality assurance procedures, as per International Standards.
- Undertake regular Value Engineering exercise of all construction contracts to optimize Project costs.
- Lead the coordination & compliance of all site related Contracts with the approved Master Plan.
- Review and give feedback on tender documents for a constructability aspect.
- Lead and manage a diverse Site Team, Consultants & Contractors efficiently from inception to completion.
- Manage any site related audits by both Internal and external auditors.
- Ensure implementation of sustainable construction practices at site, based on Green Buildings and Infrastructure requirements.
- Undertake any meetings with external stakeholders including Government departments etc. related to site.
- Able to define professional development needs for team members.

REQUIRED JOB SPECIFICATIONS

Required Qualification & Experience	• Education: Master's in Construction Management/Bachelor's Degree in Civil Engineering. • Experience: Minimum 15 plus year of relevant experience in managing large-scale infrastructure projects (Dams, water retaining structures, Canals, Roads, Buildings, STP & WTP), ideally with significant experience on
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	international projects or with International/Multi-National Firms (Client/PMC/Consultant/Contractor)
REQUIRED SKILLS	
Skills	• Proven track record in handling multi-million-dollar projects from planning to commissioning. • Strong knowledge/certification of project management software (Primavera P6 / MS Project). Project Management Professional (PMP) Certification preferable • Sound expertise in Project tracking and execution. • Strong knowledge/ Certification of Quality standards and safety as per International Construction practices. • Excellent leadership, communication, and client management skills. • Strategic planning and problem-solving skills • Strong analytical and decision-making skills. • Excellent negotiation and communication abilities. • Commitment to quality, safety, and sustainability. • Working knowledge of AutoCad, 3D Civil & GIS software. • Strong knowledge of Microsoft Excel, Word and Powerpoint. • Fully conversant with OSHA certification for Construction. • Sound knowledge of Construction Contracts.