



DEVELOPING SPACES
FOR BUSINESS TO GROW

VACANCY

MANAGER - CAPITAL PROJECTS

To ensure that the Capital Projects Department contributes positively to the success of the organization by ensuring that the design, development and execution of works for Capital Projects and related facilities are of a high standard and all pertinent approvals are obtained for all works executed.

DUTIES & RESPONSIBILITIES: The incumbent will be required to:

1. Take ownership of all issues that may adversely impact the Company.
2. Manage the design, planning approvals, scheduling and construction relating to all Capital Projects.
3. Develop and establish the legal, financial, administrative, commercial and organizational framework for the conduct of development projects.
4. Commission design teams, negotiate fee proposals and approve design milestones or gate keys.
5. Prepare scope of works and specifications for tendering and contracting and undertakes bid evaluations.
6. Prepare briefs, pre-qualifications, Expressions of Interest, RFPs, and terms of reference for the engagement of consultants, designers and project managers.
7. Coordinate and supervise the establishment of site infrastructure facilities and utility services.
8. Manage project scope, costs, schedules, quality and HSSE performances.
9. Allocate manpower resources and ensure availability of material resources for individual projects and work activities.
10. Plan and develop goals and objectives for the department in accordance with Executive Management directives and e Teck's mandate.
11. Prepare routine project reports and status updates.
12. Arrange regular client meetings and ensures that clients are well informed on project progress and best efforts are exerted in meeting their needs.
13. Provide technical advice and expertise to the Vice President – Projects and Facilities as requested.
14. Prepare the Department's Annual Budget and work programme.
15. Arrange for the preparation of Project Master Plans via consultancy services.
16. Develop and manage performance of subordinate staff while providing effective leadership.
17. Comply fully with the Company's policies and procedures, safety policies and procedures, Core Values and Charter of Business Ethics.
18. Perform any other duties as required by the job function.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Civil Engineering
2. Post Graduate qualification in Engineering desirable
3. Project Management Professional (PMP) Certification
4. Ten (10) years' experience in a similar position
5. In depth experience in civil infrastructure development for building construction and industrial parks

Or any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Computer Literate with intimate knowledge of Microsoft Project and AutoCAD
2. Building and Infrastructure Construction
3. HSSE Standards
4. Excellent oral and written communication skills
5. Excellent organizational skills
6. Ability to supervise and guide staff
7. Ability to produce effective reports and analytical briefs and clear concise conclusions
8. Strong leadership, communication and negotiation
9. Ability to meet deadlines under pressure
10. Detailed Oriented

All interested suitably qualified applicants should submit their resumes by September 24, 2021.

Unsuitable candidates will not be acknowledged.

To careers@eteck.co.tt

Subject: Vacancy – Manager, Capital Projects