



PROJECT COORDINATOR (CONTRACT)

Responsible for the coordination of projects including planning, scheduling, resource allocation and document control, while providing technical direction and ensuring compliance with quality standards. Responsibilities span the full spectrum of project management including - Project Planning, Cost Management, Time Management, Quality Management, Contract Administration and Safety Management.

DUTIES & RESPONSIBILITIES: The incumbent will be required to:

1. Oversee and monitor design and construction projects to ensure that they are progressing in accordance with the approved employer's requirements throughout the project's lifecycle i.e. project scope, design drawings, technical specifications, schedule and budget, project closeout.
2. Responsible for attending all site visits, inspections and meetings and drafting of written correspondence, oral and written reporting on assigned projects.
3. Lead or contribute to producing the necessary project systems and project initiation documents.
4. Administration of the pre-tender activities for the award of consultancy, construction and development contracts /agreements.
5. Lead project planning budgeting, and identification of resources as needed (including drafting of project work plans, briefs, memos, papers, presentations, reports etc.).
6. Establish and monitor the maintenance of the document control system, for consistency in information access and retrieval across all projects.
7. Establish, monitor and maintain a quality assurance program for all construction works.
8. Monitor the project budgets and minimize exposure and risk in projects.
9. Work closely with Engineering Consultants, review and comment on Consultant's technical recommendations and provide advice on all design and construction schedules.
10. Review contract documents, request for proposals, tender evaluations and payment to contractors.
11. Communicate effectively with the appointed Consultants and ensure all phases of the project/s completed.
12. Liaise and co-ordinate the efforts of the relevant parties involved in the projects, including architects, design and construction supervision consultants, contractors statutory and/ regulatory approval bodies and any other stakeholder related to the project.
13. Analyze progress reports and cost analysis reports on projects and make recommendations to Manager on resolving/addressing operational and contractual issues that may arise.
14. Identify the elements of project design and construction likely to give rise to disputes, claims and variations and advise the Manager, Capital Projects accordingly.
15. Assist in the development and administration of the departmental budgets.
16. Assist in preparation of departmental weekly/monthly reports and any other related reports for both internal and external purposes.
17. Support in the documentation of all contract related matters etc.
18. Perform any other duties as required by the job function.

MINIMUM REQUIREMENTS:

1. A bachelor's degree in the engineering field.
2. Engineering Professional License/Registration would be an asset.
3. Proficiency in BIM technology including REVIT would be an asset.
4. Proficiency in FIDIC would be an asset.
5. A postgraduate degree in project/construction management and/or any professional certification and/ or training in project management such as PMP.
6. Minimum five (5) years of experience in engineering and construction projects.

Or any other equivalent combination of qualification and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Good understanding of forms of constructions contracts and claims management.
2. Thorough knowledge of quality and safety standards are essential.
3. Ability to successfully lead, motivate and boost morale of the teams.
4. Ability to work within tight timeframes.
5. Willingness to travel extensively across the construction sites.
6. High level of integrity.

All interested suitably qualified applicants should submit their resumes by **February 01, 2023.**

Unsuitable candidates will not be acknowledged.

**To careers@eteck.co.tt
Subject: Vacancy – Project Coordinator**