



**JOB DESCRIPTION & PERSON SPECIFICATION**

<b>JOB TITLE:</b> Assistant Manager Projects	<b>DEPARTMENT:</b> Procurement
<b>POSITION REPORTS TO:</b> Senior Manager Procurement	
<b>POSITION IS REPORTED BY:</b> N/A	
<b>MAJOR JOB RESPONSIBILITIES</b>	
<ol style="list-style-type: none"><li>1. Provide technical advice / analysis to relevant managers, technical team and supporting staff on all aspects of civil engineering relating to the consumer operations.</li><li>2. Carry out any required site visits and inspections to determine the civil engineering aspects of planned works.</li><li>3. Carry out feasibility studies for major and minor works and recommend new projects and extensions / renovations to existing premises.</li><li>4. Direct and control construction / renovation projects to ensure that they are completed to the standards required within agreed timescales, budget including health and safety standards.</li><li>5. Checking of running &amp; final bills of contractors/vendors with recommendation for payments.</li><li>6. Estimate quantities and cost of materials, equipment's or labor to determine projects feasibility.</li><li>7. Advise on the purchase of any construction relevant plant and machinery to ensure that it is appropriate for the purposes intended.</li><li>8. Maintain regular contact with other professionals and staff involved in large engineering projects to ensure that there is effective overall coordination.</li><li>9. Prepare reports / schedules on the civil engineering aspects of projects to ensure that decisions are based on the best possible information and take account of all resource implications and time and budgetary constraints.</li><li>10. Maintain knowledge of modern civil engineering techniques and processes and recommend any new systems that will enhance the effectiveness of the function.</li></ol>	



**PERSON SPECIFICATION**

**(1) Academic Qualification Required**

BE degree in Civil Engineering

**(2) Specific Job-related Skills Required**

1. Leadership Skills
2. Problem Solving Skills
3. Communication skills
4. Relevant computer courses e.g. Auto CAD etc.(essential)

**(3) Specific Job-related Traits & Behaviors Required**

1. Experience of supervising teams in a technical environment;
2. Project management skills.
3. Experience of supervising teams in a technical environment;
4. Cooperativeness
5. Punctuality and attendance
6. Discipline
7. Good appearance

**(4) Experience Required**

5-10 years of experience in the relevant field