

## Project Manager

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### Position Information

- **Department:** Programme Delivery Department (PDD)
  - **Reports To:** Senior Project Manager (SPM)
  - **Location:** Virgin Islands
  - **Employment Type:** [Contract/Permanent]
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### Job Overview

- The Project Manager (PM) is accountable for the end-to-end delivery of assigned projects within the Programme Delivery portfolio. The PM leads project implementation to ensure delivery aligns with approved scope, schedule, budget, contractual obligations, and required quality, safety, and stakeholder standards. The role is execution-focused, with planning, reporting, and document control functions supported by dedicated departmental resources.
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### Key Responsibilities

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#### 1. Project Delivery & Execution

- Manage assigned projects from contract award through implementation, commissioning and close-out, ensuring readiness for handover.
  - Establish and maintain a clear delivery plan (scope, programme, resources, interfaces and constraints) aligned to approved governance and delegations.
  - Drive delivery against approved scope, contract requirements, and applicable quality and HSE standards, escalating deviations promptly.
  - Coordinate consultants, contractors and internal support functions to resolve blockers and maintain momentum towards milestones.
  - Monitor progress, identify delivery risks early, and implement recovery actions to protect time, cost and quality outcomes.
  - Confirm completion of testing, commissioning and acceptance activities and ensure project documentation supports operational use and maintenance.
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#### 2. Contractor & Contract Management

- Administer consultant and contractor contracts in accordance with agreed terms and conditions, ensuring roles, responsibilities and authorities are clear.

- Manage contract communications and instructions through the approved process, ensuring timely issuance, acknowledgement and record keeping.
  - Enforce compliance with specifications, drawings, applicable standards, and approved methodologies, and ensure required approvals/permits are in place.
  - Manage change control, including scope clarifications, variations and contingency usage, coordinating inputs for approvals and maintaining a clear audit trail.
  - Monitor contractor performance against programme, quality and HSE commitments; agree corrective actions and follow up to closure.
  - Support commercial management activities, including progress measurement, payment recommendations, and early identification/escalation of claims and disputes.
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### **3. Stakeholder Management**

- Serve as the primary point of contact for Client Ministries and key stakeholders for assigned projects, maintaining a clear view of expectations and priorities.
  - Develop and implement a stakeholder engagement approach proportionate to project complexity, including meeting cadence, decision points and communications channels.
  - Provide clear, timely and accurate updates on progress, risks, issues and upcoming activities, ensuring stakeholders understand impacts and required actions.
  - Facilitate workshops and site meetings as required to confirm requirements, resolve interfaces, and secure timely decisions and approvals.
  - Manage stakeholder concerns and sensitive issues proactively, escalating where appropriate and ensuring commitments are tracked to closure.
  - Coordinate with internal teams to support formal communications, community/utility engagement, and change management activities.
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### **4. Risk & Issue Management**

- Identify, assess and manage project risks and issues throughout the delivery lifecycle, ensuring ownership, actions and due dates are assigned.
- Maintain current risk and issue registers for assigned projects, with clear descriptions, impacts (time/cost/quality/safety), and mitigation/response plans.
- Implement mitigation strategies and corrective actions, coordinating inputs from contractors, consultants and internal support functions.

- Monitor early warning indicators (e.g. programme slippage, non-conformances, resource constraints, claims signals) and initiate recovery actions.
  - Escalate significant risks, delays, HSE incidents, or contractual concerns to the Senior Project Manager in line with governance and delegation requirements.
  - Contribute to structured lessons learned by capturing root causes, agreed actions, and improvements to prevent recurrence across the portfolio.
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## **5. Site Oversight**

- Undertake regular site visits to verify progress against the programme, confirm workmanship quality, and observe HSE compliance.
  - Chair or attend site progress meetings as required, ensuring actions are assigned, tracked and closed out within agreed timeframes.
  - Coordinate with the Site Engineer to confirm inspections, testing and quality assurance documentation (ITPs, NCRs, checklists) are completed and filed appropriately.
  - Identify emerging site constraints (access, utilities, permits, materials, weather impacts) and coordinate timely resolutions with relevant parties.
  - Direct and support the Junior Project Manager on site coordination, progress measurement, and stakeholder/site interface management.
  - Report site observations, non-conformances, and HSE concerns promptly, ensuring corrective actions are agreed and verified.
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## **6. Coordination & Decision-Making**

- Lead coordination across contractors, consultants, utilities and internal teams to resolve interfaces and remove delivery blockers.
- Drive timely decision-making by preparing clear options, impacts and recommendations within delegated authority, escalating when required.
- Facilitate resolution of technical, commercial and stakeholder issues through structured meetings, action tracking and follow-through.
- Confirm dependencies and hand-offs between work packages and projects, ensuring alignment to programme objectives and sequencing constraints.
- Maintain decision and action logs for assigned projects to support governance, accountability and audit requirements.

- Promote a collaborative, solutions-focused approach across project teams, reinforcing safety, quality and delivery standards.
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## 7. Monitoring & Reporting Oversight

- Review and validate project status reports prepared by the Planning Unit, confirming that narrative, milestones and metrics reflect actual progress.
  - Confirm the accuracy of reported progress, risks, issues, decisions and actions, ensuring that owners and dates are captured and realistic.
  - Provide timely inputs to programme-level reporting, including key achievements, upcoming activities, constraints and support required.
  - Monitor performance trends (schedule, cost, change, quality and HSE) and trigger corrective action plans where performance deviates from baseline.
  - Support governance forums by preparing project updates and participating in reviews, audits and assurance activities as required.
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## 8. Project Closeout

- Plan and manage project close-out activities, ensuring completion of contractual requirements and all project deliverables.
  - Coordinate formal handover to the Client, including commissioning records, as-built information, O&M manuals, training, and acceptance certificates.
  - Confirm completion of punch list items and outstanding defects prior to handover, and agree processes for any residual works.
  - Oversee the defects liability period, ensuring defects are logged, tracked and closed out in accordance with contract timelines.
  - Support final account activities, including confirmation of variations, claims resolution inputs, and final payment recommendations as required.
  - Contribute to post-project evaluations and lessons learned, capturing outcomes, performance insights and recommendations for future projects.
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## Qualifications and Experience

- **Education (required):** Bachelor's Degree in Engineering, Construction Management, Quantity Surveying, Architecture, or a related discipline (or equivalent professional experience).

- **Project management qualification (preferred):** Recognised certification such as PRINCE2, PMP, APM PMQ, or equivalent.
  - **Experience (required):** Minimum **five (5) years'** relevant experience delivering construction and/or infrastructure projects through the full lifecycle (mobilisation, execution, commissioning/handover, and close-out).
  - **Construction project delivery:** Proven ability to manage site-based delivery, coordinate consultants/contractors, and drive progress against programme, quality, and HSE requirements.
  - **Contract administration:** Experience administering works and/or consultancy contracts, including instructions, variations/change control, payment certification support, and maintenance of contract records.
  - **Commercial awareness (preferred):** Exposure to claims management, extensions of time, and dispute avoidance/resolution, with the ability to support timely escalation and clear recommendations.
  - **Stakeholder management:** Demonstrated capability to manage relationships and communications with Client Ministries, end users, utilities, and other stakeholders, including managing expectations and sensitive issues.
  - **Planning, monitoring and reporting:** Comfortable interpreting programmes/schedules, validating reported progress, and contributing to governance reporting (status, risks, issues, decisions, and actions).
  - **Health, Safety and Environment:** Working knowledge of construction HSE requirements and quality assurance practices, with the ability to identify non-conformances and drive corrective actions.
  - **Forms of contract (asset):** Familiarity with FIDIC and/or NEC contracts is an asset.
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### Core Competencies

- **Strong project delivery focus:** Owns end-to-end delivery for assigned projects; actively manages scope, programme, cost, quality, and HSE requirements; drives milestone achievement and handover readiness.

- **Effective decision-making:** Makes timely, evidence-based decisions within delegated authority; balances time, cost, quality, safety, and stakeholder impacts; documents decisions and follow-up actions.
- **Stakeholder management and communication:** Builds constructive relationships with Client Ministries, contractors, and internal teams; sets expectations, manages sensitivities, and keeps stakeholders aligned on risks, priorities, and decisions.
- **Contract management knowledge:** Applies contract conditions to administer change control, assess claims inputs, and monitor compliance and deliverables; maintains appropriate records to protect the Client's position.
- **Problem-solving and issue resolution:** Leads root-cause analysis and coordinates corrective actions across disciplines; manages trade-offs to maintain progress while safeguarding quality and safety; prevents recurrence.
- **Time management and prioritisation:** Organises and prioritises across multiple concurrent activities; focuses on critical path and high-risk items; maintains disciplined follow-up and adapts priorities as conditions change.

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### Performance Indicators

- Projects delivered within approved schedule and budget
- Effective contractor performance management
- Timely resolution of risks and issues
- Stakeholder satisfaction
- Minimal variation and claims exposure

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### Work Environment

- Office and field-based role
- Regular site visits required
- Exposure to construction environments