Climate Resilience Execution Agency for Dominica (CREAD)

TERMS OF REFERENCE

Major Capital Projects Co-Coordinator

DESCRIPTION

Following the devastation caused by Hurricane Maria in September 2017, the Government of the Commonwealth of Dominica (GoCD) established a specialized, autonomous entity, the Climate Resilience Execution Agency for Dominica (CREAD), to lead the thrust to make Dominica the first climate resilient nation in the world.

CREAD is funded by international development partners, and has a clear focus on identifying, prioritizing, developing and implementing transformational projects that build strong communities, a sustainable economy, durable infrastructure and critical supporting systems to make Dominica more resilient. It operates at the highest levels of professionalism, integrity and efficiency, and works closely with key strategic and operational partners from the public, private and social sectors to deliver results.

OBJECTIVES

The Major Capital Projects Coordinator (MCPC) will provide support to the Contracts Manager and Project Managers in terms of implementation and monitoring of project controls, project management systems and reporting protocols. The MCPC will be responsible for producing reports on all Major Capital Projects and across the wider CREAD portfolio.

RESPONSIBILITIES:

- Establishes the Project Implementation Policy and Procedures, Manuals, Standard Forms and Reporting frameworks, including key interfaces with the Contracts Manager on Project related financial matters
- Communicates Project Implementation Policy and Procedures with all Project related staff both within CREAD and within the Public Sector as part of the Capacity building remit of CREAD
• Monitors project controls implementation and project performance, providing early warning for key issues including but not limited to monitoring Schedule, budget, quality, HSE and Social Safeguards adherence, reporting and escalating on deviations, to mitigate issues becoming major project
• Maintains a project document management system for all key Project related information, along with the Contracts and Project Management Staff
• Establishes processes and flow charts for key approval process both internal and external
• Establishes a data base for knowledge and construction statistics
• Works with the Communications Officer to provide project updates via social media and newsletters as required
• Provides M&E support to the M&E Manager as relevant to the major projects, based on Donors and stakeholder’s requirements
• Lead the drive for Continuous Improvement of the Project Implementation Policy and Procedures
• Support Project Managers in the delivery of projects
• Provide Project Portfolio dashboard reporting to executive management

QUALIFICATIONS:

• Bachelor’s Degree in Project/Construction Management or Civil Engineering;
• A minimum of 15 years of managerial experience in the construction industry, particularly in project controls and coordination
• A minimum of 7 years of senior managerial experience in construction project management through the full project lifecycle from inception through feasibility, design, procurement and implementation including contracts management and site engineering support;
• Experience in the design management and preparation of Bills of Quantities, cost estimates for both new and rehabilitation works;
• Knowledge of international standards for civil works related to buildings, including relevant codes relating to structural design criteria for hydrological events and hurricane;
• Professional qualification in Project Management would be an asset;
• Experience in handling tender documents for turnkey contracts, including technical inputs/specifications for the procurement of services.
• Demonstrated ability to establish and maintain effective working relationships with a wide range of stake-holders;
• Sound judgment and the ability to work with minimal direction;
• Self-motivated, with the ability to work under pressure;
• Very strong communication skills;
• Fluency in English;
• Creative and pragmatic approach to problem solving;
• Well-organized and strong attention to details.

CREAD VALUES:

Objectivity
Being consistently data-drive in its analysis, and impartial in its recommendations on the path forward for Dominica.
Commitment to Impact
Striving to make a difference in the lives of as many Dominicans as possible, and to leave a lasting legacy after CREAD’s 4-year life

Transparency and Collaboration
Operating with integrity and openness, such that Dominicans have insight into CREAD’s strategy, activities and performance. Working closely with critical segments of Dominican society to ensure that CREAD’s efforts are representative, relevant and impactful.

Leadership
Inspiring Dominicans, as well as people beyond our borders, to set stretch goals, ask hard questions, and take bold decisions that help achieve sustainable development and climate resilience.

Good Citizenship
Encouraging all staff to make a difference outside its business operations, by supporting activities that build stronger communities and protect the environment

LOCATION, START DATE AND DURATION OF ASSIGNMENT
The role will be based in Roseau, Dominica with an expected start date is 1 April 2019. The initial assignment will be for a period of two (2) years, with the possibility of renewal.

EXPRESSION OF INTEREST
Interested applicants should submit a cover letter motivating their application, a CV of no more than 4 pages, the names of two references (who would only be contacted if the application were to progress to final stage), by January 17, 2019 via email only to: hr@creadominica.org