Climate Resilience Execution Agency for Dominica (CREAD)

TERMS OF REFERENCE

Project Manager-Housing

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 Projects Manager will define the scope of works needed in all allocated capital projects and supervise all engineering works associated with these projects managed, supervised or implemented by CREAD.

RESPONSIBILITIES:

- Cradle to grave responsibility for project delivery within Time, Cost and Quality criteria
- Develops and reviews scope of works, expressions of interest, bills of quantities, technical specifications, and other required procurement documents for public works to be undertaken;
- Ensures that Climate Resilient engineering designs are incorporated into the project lifecycle at an early stage
- Assists and provides input to field engineers in preparation of Bill of Quantities (BoQs) and verifies the BoQs before initiating the procurement processes;
- Assists the Contracts Manager in preparing and managing bids for Consultant Engineers
- Critically assesses proposals from consultants to ensure bidders have the skills to undertake the design and preparation work, and that the methodology reflects an accurate understanding of requirements;
- Acts as the Client in the procurement process for the contractor;
- Provides continuous quality assurance/spot checking on technical work undertaken by both consultant engineers and consultants;
- Assures the preparation and management of bids for contractors;
- Provides inputs during the tender and award processes, especially in the pre-tendering meetings with contractors and as a member of the CREAD Tender Evaluation Committee;
- Provides input in addressing questions related to submitted bids if and when required;
- Supports Contracts Manager and project team in verifying the Variation Orders VO (if any);
- Reviews and verifies/certifies payment requests submitted by contractors before requesting Contracts Manager to approve payment;
- Monitors day-to-day progress of project activities and promptly reports any abnormality or risks;
- Conducts inspections of rehabilitation works, including inspection of material and equipment to be installed;
- Supports field coordinators and engineers in checking materials received at construction sites against damage, missing parts and appropriate ratings;
- Ensures that the material and equipment provided by contractors meet CREAD requirement and standards;
- Checks and certifies construction progress/completion and authorizes the corresponding payments;
- Advises CREAD to withhold payment for any work that has been rejected or any work that is not in compliance with the contract documents;
- Certifies and issues certificates of completion for CREAD projects;

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 large housing projects in excess of US$30M in value
- 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 hurricane resistance;
- 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