

Ref No: MRC-AD/IUL/2016/018

Vacancy Announcement

We are seeking dedicated, dynamic, self-motivated, result-oriented, and experienced individuals for the following post.

Post: **Construction Project Manager**

Required: **01**

Contract type: **Fixed term and full time**

Salary: **MVR 20,000 to 25,000** (depending on qualification and experience)

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with branches and units spanned all over Maldives. To date it has established 10 branches and 20 units. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – *Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality* – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

Purpose

The Maldivian Red Crescent (MRC) has embarked on the construction of its National Head Quarter Building which will be located in Hulhumale' Island.

MRC plans to construct a four storey building complex ("the Project") for its own office space. The project is financially and technically supported by the International Federation of Red Cross and Red Crescent (IFRC) till December 2016. There is an internal steering committee consisting of representatives from both IFRC and MRC who oversee the project implementation as per the agreed timelines and assists in the decision making in relation to the implementation of the project.

MRC has currently finalized the architectural designs of the building project and awaits the receipt of the stamped drawings from the designers. In addition, the construction work will be outsourced to a qualified and experienced company adhering to the IFRC and MRC procurement guidelines and procedures. Currently, the bidding process is ongoing and the evaluation and bid awarding is to be completed by end of May 2016.

In order to manage and monitor the project and ensure the construction is carried out as per the approved designs of the project, MRC is recruiting a Construction Project Manager with qualification and experience as mentioned below.

Reporting to the Secretary General, Construction Project Manager will:

- Provide the steering committee an oversight of the project implementation and oversee completion of all construction in accordance with the engineers' and architects' drawings and specifications together with the prevailing building codes.
- The Project Manager shall be responsible for ensuring compliance with quality standards. The responsibilities span a broad spectrum, covering all the areas of project management like – Cost Management, Time Management, Quality Management, Contract Administration and Safety Management.

- Shall act as the backbone of the project, and this require complete and thorough technical knowledge of the construction process and also, strongest possible focus on quality.
- Shall be responsible for smooth organization, implementation and completion of the project within the approved budget and time line.
- Review the Project Proposal, Business plans, Tender documents, Contract agreements, activities plan and other documents to understand MRC implementation strategies, methodologies, procedures and guidelines in close consultation with Secretary General (SG) and ensure that stakeholder partners have a good understanding about the scope of work.
- Ensure the processes and approvals are followed as per the IFRC logistics and construction standards
- Coordinate with MRC, IFRC,, other donors, Hulhumalé Development Corporation (HDC), local authorities, and other stakeholders in strategic planning and implementation of the project.
- Coordinate with Steering Committee, before making key decisions during the construction phase.
- Review and update work plan in close coordination with SG keeping in mind critical path and decision points. Update Steering Committee on a continuous basis.
- Review the construction budget and update to SG and key partners and inform on a timely basis.
- Organize and participate in regular coordination meetings with MRC, IFRC, , HDC, other donors and any other meetings (in-country and online) as and when required.
- Review the work plan submitted by the Contractor and discuss with the Contractor on the work plan carefully considering any possible adverse conditions which might impede the progress and discuss strategies to mitigate any risks caused by delays.
- Facilitate the handover of the site to the contractor.
- Establish and co-ordinate the formal and informal communication structure and procedures for the construction process.
- Monitor the compliance by the Contractor of the requirements of the Health & Safety measures both local and of the IFRC.
- Agree and monitor the Construction Schedule for timely delivery by the contractors.
- Work closely with Contractor and IFRC technical support to review the BoQ, construction cost and required cash flow. Submit monthly cash flow to SG and MRC finance department on time.
- Work closely with Contractor and IFRC technical support to review the specifications and Quality Assurance plan. Ensure that daily monitoring of construction work, quality testing, record keeping and other contractual agreement are followed, keeping in mind possible risk to MRC.
- Develop quality monitoring tools, record keeping and reporting formats
- Organize weekly and monthly progress review meetings with the contractor and relevant stakeholders. Ensure that minutes of meetings are recorded and signed by all parties.
- Regularly visit the construction site and closely monitor progress according to agreed work plan and the quality of work according to specifications and contractual agreement. As such conduct joint site measurements with contractor's representatives to enforce adherence to structural dimensions mentioned in approved drawings.
- Inform SG on any potential delays and disputes which may cause delays and take timely action to mitigate any delays.
- Ensure strict adherence to approved drawings, contractual & other Civil Engineering specifications.
- Manage, coordinate and monitor all necessary testing of concrete and other by contractors.
- Check monthly invoices submitted by the Contractor. Check the invoices certified by the Consultant and process for payment. Ensure that the Contractor's bills are paid on time.

- Monitor the performance of Contractor and report immediately to SG if the contractual agreements are not followed and assist SG to take timely action.
- Review MRC/IFRC workers health and safety document and ensure that the Contractor is strictly following the terms and conditions.
- Review MRC overall design and construction budget, closely monitor expenditure, and ensure that project budgets are strictly adhered to.
- Ensure that variations are monitored closely and that cost control mechanisms are in place to avoid cost over runs
- Inform SG immediately if there are variations and take appropriate action(s) post the consent of the steering committee and IFRC.
- Prepare monthly cash flow forecast and submit to SG.
- Check invoices from the Contractor and certify for payments according to contractual agreement and MRC financial procedure. Ensure that payments are made on time.
- Ensure that Contractors payments are prepared in a timely manner to avoid any claims for delay.
- Develop standard monthly and quarterly progress reporting format for MRC in close coordination with SG and IFRC. Such a report should include physical progress, financial progress, performances of contractor, quality monitoring, challenges and possible solutions, etc.
- Prepare and submit monthly, quarterly and annual narrative and financial report to SG and IFRC focal points.
- Actively work towards the achievement of the MRC goals and objectives.
- Abide by and work in accordance with the Red Cross/Red Crescent principles.
- Establish and ensure effective working relationships with the Contractor.
- Establish and ensure effective working relationships with MRC colleagues in finance, logistics, HR and management
- Establish and ensure effective working relationship with IFRC and other donor agencies.
- Establish and ensure effective working relationship with HDC and other relevant Government departments.
- Undertake all such duties and accountabilities not listed above as may reasonably be required by the SG.

Target Profile and Skills:

- Should be a Maldivian citizen;
- Minimum qualification: Bachelor's Degree in Civil Engineering or Quantity Surveying or Architecture;
- In good mental and physical health;
- Self-reliance and an ability to work in challenging environments;
- Minimum of 5 years of experience in construction, including planning, design, quantity surveying, supervision and quality control of construction projects with a positive proven track record;
- Experienced in contract administration and management;
- Experienced in financial planning and budget management;
- Experienced in tendering and procurement of services and goods;
- Experience in standards, guidelines and policies regarding construction of disaster resistant construction;
- Minimum of 2 years of experience in working for a humanitarian aid organization in a developing countries;
- Experience of report writing;
- Self-supporting in computers (Windows, spread sheets, word-processing)
- Self-supporting in AutoCAD, MS Project / Primavera;

- Facilitation skills;
- Excellent oral and written communication in English and Dhivehi language;
- Strong Organizational Skills;
- Be capable of working independently or in collaborative team environment with strong ability to perform multi-tasks and remain focused while maintaining flexibility in a fast paced environment;
- Solution oriented, results-focused, goal-driven, and self-starter who displays integrity, model behaviour and develops people;
- Commitment to shared values and building organizational capacity;
- Commitment to social justice and humanitarian principles.

Interested candidates can email info@redcrescent.org.mv for a detailed job description.

Applications, quoting the **job title** on both the letter of intent and envelope, ID, Certificates with CV should be submitted addressed to **Secretary General of MRC, 04 Floor, Maldives Post Building, Boduthakurufaanu Magu, Male'** or email to: info@redcrescent.org.mv

The deadline for application is 12:00 PM on 02 June 2016. Only short listed candidates will be contacted and should be available for interviews in **June 2016**.