Position Description

<table>
<thead>
<tr>
<th>Position</th>
<th>Infrastructure Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Type</td>
<td>Contract</td>
</tr>
<tr>
<td>Salary Range</td>
<td>NR 11 – NR 12</td>
</tr>
<tr>
<td>Location and Position No</td>
<td>CSD/G&amp;F</td>
</tr>
<tr>
<td>Reporting Relationship</td>
<td>Reports to the Deputy Director Corporate Services</td>
</tr>
<tr>
<td>Subordinates</td>
<td>1. Infrastructure Admin Assistant</td>
</tr>
</tbody>
</table>

**Position Summary**

- The Infrastructure Project Manager is responsible for ensuring the administration and management of new infrastructure projects.

**Key Outcome**

- Effective coordination and mobilization of the day-to-day interface and liaison with the Project Consultant and Management.

**Key Responsibilities**

- Perform project costings and estimates.
- Manage the tendering process for the grounds and facilities related tenders, in consultation with the NRI Tenders Committee and/or Project Consultant.
- Provide tender analysis and report writing for the PGNR Infrastructure projects, related tenders, and present submissions to NRI Tenders Committee for consideration.
- Provide day-to-day coordination and planning and execution of Project Management.
- Coordinate and liaise with relevant authorities such as NCD Physical Planning Board, Building

**Technical Knowledge and Skills**

- Project management skills.
- Working knowledge of AutoCAD and other relevant architectural software.
- Experience in building site management.
- Knowledge of industry standards for construction and contract management.
- Knowledge of Occupational Health and Safety requirements.
- Knowledge of Knowledge Hub and NRI Property Strategy and Master Plan.
- Sound working knowledge and experience in the Design & Building Process.
- Working knowledge of managing high quality building projects.
• Working knowledge of the government’s financial procurement procedures.
• Sound financial management skills.
• Excellent interpersonal and communication skills.
• Ability to liaise and negotiate with clients and contractors.
• Ability to provide accurate reports in a timely manner.

Qualifications and Experience

• Bachelor’s Degree in Architecture or Building
• Three (3) to Five (5) years’ experience in project management on a construction site.

Personal Attributes and Skills

• Honest, reliable, and trustworthy.
• Demonstrated strong work ethic.
• Team player.
• Effective communication skills.
• Problem solving skills.
• Works ethically and with integrity.
• Demonstrates accuracy and thoroughness.
• Strives to increase productivity.

Levels of Supervision

• Middle management level reporting to the Deputy Director Corporate Management providing management for Infrastructure.

Declaration:

I confirm that I have read and fully understand the role of the Infrastructure Project Manager and undertake to accomplish my tasks consistent with this position description and adhere to the changes that are instituted by Executive Management and the Council from time to time.

Sign: ......................................................

Staff: ......................................................  Date: ......................................................

DDCS: ......................................................  Date: ......................................................