

## **JOB DESCRIPTION**

### **CONTRACTUAL POSITION**

**JOB TITLE: SENIOR PROJECT TECHNICIAN**

#### **JOB SUMMARY:**

The incumbent assists Project Managers with the development, monitoring and evaluation systems of the Unit, preparation of reports and coordinates all meetings and workshops for Senior Management.

**REPORTS TO:** Senior Project Managers

**SUPERVISION GIVEN TO:** N/A

#### **DUTIES AND RESPONSIBILITIES:**

- Prepares draft cabinet notes, memoranda and letters as required by Senior Project Manager.
- Assists with the evaluation and on-site monitoring of Contractors, preparation of project progress reports and preparation of financial statements.
- Supervises the quality control and adherence to specifications of material during construction.
- Provides coordination services with Ministries as required, inclusive of site visits and tours with Councilors, Member of Parliament and Minister's Representatives.
- Liaises with the various Utilities, (e.g. W.A.S.A, T&TEC, T.S.T.T, N.G.C).
- Performs all other job-related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:** • Working knowledge of Microsoft Office suite (e.g. word, excel, access etc.).

**SKILLS AND ABILITIES :**

- Good problem solving and analytical skills.
- Good interpersonal skills.

#### **MINIMUM EXPERIENCE AND TRAINING:**

- National Technician Diploma in Construction or equivalent from an accredited institution.
- Eight (8) years related work experience in civil/structural engineering works four (4) of which must be in a supervisory capacity in a project team environment.