

## LAND AND HOUSING DEVELOPMENT DIVISION

POSITION DESCRIPTION		
<b>POSITION:GENERAL MANAGER PROJECTS/ CONSTRUCTION</b>	<b>DIVISION: LAND AND HOUSING DEVELOPMENT</b>	<b>ISSUE DATE:</b> July 2017 Revised dates :

<b>INCUMBENT</b>	<b>VACANT</b>
<b>DIVISION</b>	<b>LHDD</b>
<b>LOCATION</b>	<b>HQ VALELEVU</b>
<b>REPORTS TO</b>	<b>GENERAL MANAGER LAND HOUSING AND DEVELOPMENT</b>
<b>DATE</b>	<b>2017</b>
<b>Reporting Positions:</b> N/A	
<b>Purpose:</b>  To manage and operate the affairs of the Land and Housing Development Divisions' Construction Department	
<b>Accountabilities:</b>  <ol style="list-style-type: none"> <li>1) Schedule the project in logical steps and budget time required to meet deadlines.</li> <li>2) Determine Labour requirements and allocate workers to construction sites.</li> <li>3) Inspect and review projects to monitor compliance with building and safety codes, and other regulations.</li> <li>4) Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer.</li> <li>5) Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.</li> <li>6) Obtain all necessary permits and licenses.</li> <li>7) Direct and supervise workers.</li> <li>8) Study job specifications to determine appropriate construction methods.</li> <li>9) Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing.</li> <li>10) Prepare and submit budget estimates and progress and cost tracking reports.</li> <li>11) Develop and implement quality control programs.</li> <li>12) Take actions to deal with the results of delays, bad weather, or emergencies at construction site.</li> <li>13) Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.</li> <li>14) Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.</li> <li>15) Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.</li> <li>16) Evaluate construction methods and determine cost-effectiveness of plans, using relevant software packages.</li> <li>17) Direct acquisition of land for construction projects.</li> </ol>	

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### **Working Relationships:**

#### **Internal**

Board, Management and Staff

#### **External**

Customers

External Agencies: All Stakeholders

### **Major Challenges:**

This position involves range of activities, demands high level of confidentiality, efficiency, presentation skills, time management skills and ability to communicate and interact with wide range of people at all levels.

### **Competencies, Experience and Qualifications:**

1. To supervise quality construction on ground.
2. Hands on experience of working with Contractors Company with for construction of multi-level (strata) buildings (up to minimum five (5) levels buildings).
3. Experience of construction of residential buildings, social infrastructure buildings like hospitals, schools and community centers.
4. Experience of Commercial and hospitality buildings construction.
5. Candidate to be a Civil Engineer with Bachelor of Engineering/Bachelor of Technology Degree along with sound knowledge of E&M, mechanical, HVAC construction related implementation experience of 18 to 25 years.
6. Age to be below 45 years.
7. Competency in written and spoken English is mandatory.
8. Project Management Experience with value Engineering and cost effectiveness experience is essential.
9. Experience in Labor Management and procurement of Labor along with facilitating labor camps/ accommodation;
10. Experience in working in cyclone prone areas; and
11. Knowledge/working knowledge of construction related software.

**1) Building and Construction** -- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

**2) Design** -- Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.

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**3) Public Safety and Security** -- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local security operations for the protection of people, data, property, and relevant institutions.

**4) Administration and Management** -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership technique, production methods, and coordination of people and resources.

**5) Customer Service** -- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**7) Mechanical** -- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

**8) Engineering and Technology** -- Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

**SALARY RANGE:**

**POSITION HOLDER:**

**DATE:**

**CHIEF EXECUTIVE OFFICER :**

**DATE:**