

TECHNICAL DIRECTOR
PROJECT MANAGEMENT UNIT
MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

JOB DESCRIPTION

REPORTING RELATIONSHIP: PERMANENT SECRETARY

JOB SUMMARY

The Technical Director will be responsible for the planning, organizing, directing and co-ordinating the work of the Project Management Unit of the Ministry inclusive of Facilities Management. The incumbent is also responsible for the implementation of the Ministry's Public Sector Investment Programme (PSIP) initiatives inclusive of monitoring the many facets of the construction, refurbishment and modernization of the community centres/facilities executed by various contractors to ensure compliance with the regulatory bodies/agencies.

DUTIES AND RESPONSIBILITIES

- Plans, organizes, directs and co-ordinates the work of staff engaged in the provision of project and facilities management services in the Ministry;
- Defines project scopes, goals and deliverables in collaboration with the Procurement Unit, Planning Unit and Project Implementation Unit of the Ministry of Sport and Community Development, with respect to PSIP initiatives to be implemented;
- Plans, directs and coordinates activities of designated projects to ensure that their goals and objectives are accomplished within a prescribed time frame and budgetary allocations;
- Communicates project plans to Project Officers and stakeholders in a timely and clear fashion;
- Monitors the many facets of the construction, refurbishment and modernization of the community centres/facilities executed by contractors to ensure compliance with the regulatory bodies /agencies;
- Plans and tracks project milestones and deliverables and submit reports to the Permanent Secretary on a monthly basis;
- Reviews status reports submitted by contractors for compliance, as required and submits in a timely manner to the Permanent Secretary;
- Manages changes in project scope and identify potential crisis and devise contingency plans;

- Manages and ensure compliance with Public Sector procurement procedures and processes in the implementation of all projects;
- Drafts and submits Budget Proposals and Overseas implementation to ensure financial accountability;
- Conducts Project postmortems and submit a recommendation report in order to identify successful and unsuccessful project elements;
- Oversees quality control throughout cycle of all projects undertaken; and
- Submits recommendations and assist on the preparation of the Ministry's submission for expenditure under the Government's Development Programme.

KNOWLEDGE, SKILLS AND ABILITY

- Confers with project personnel to provide administrative advice and to resolve administrative problems;
- Excellent organizational skills with demonstrated ability to ensure the execution of projects on time and within prescribed budget;
- Strong interpersonal, communication, facilitation and presentation skills;
- Ability to work independently;
- Good computer skills, proficient with MS Office applications;
- Ability to communicate effectively;
- Proficiency in Microsoft Office is requisite;
- Analytical and problem solving capabilities; and
- Ability to effectively prioritize and execute tasks in a high pressure environment.

MINIMUM EXPERIENCE AND TRAINING

- Extensive experience (8 – 10 years) in a construction and management discipline and
- Training as evidenced by a post graduate degree in Civil Engineering/ Project Management or any equivalent combination of experience and training.