



PUBLIC NOTICE

VACANCY CONSTRUCTION PROJECT MANAGER

Are you interested in construction and project managing? If so, this is an opportunity for you. Corporate Finance is seeking a motivated and organised individual to fill the position of Construction Project Manager within the Programme Management Unit.

The Construction Project Manager is expected:

- To act as Project Lead and ensure that product information is delivered and presented to Project Boards for approval;
- Ensure that a building project is completed safely, within an agreed timeframe and budget. Managing the practical side of every stage of the build;
- Supervise and direct a range of operations on a construction site and ensure that all trades people and contractors are working together to an agreed plan and progress is being made;
- Provide Project Boards/Clients with relevant reports and information to aid their decision making;
- To be responsible for a project team and where applicable act as Contracts Manager

Some of the main duties of the post will include:

- Co-ordinate the project through the RIBA stages, ensuring that the appropriate approvals are gained prior to any commencement of works;
- Act as the Project Lead on behalf of the Client;
- Plan, develop and organise the construction effort to formulate the most cost-effective plan to timely completion within budget and to implement the execution of that plan;
- Prepare and present the following project management documentation as and when necessary
 - Issue report
 - Progress reports
 - End stage reports
 - End project reports
 - Exception reporting

Applicants should have the following qualifications and experience:

- HND/HNC, a foundation degree or degree in a relevant area, such as building engineering, architecture studies, civil engineering, construction management or construction engineering. A professional qualification in Project Management such as PRINCE 2 Practitioner level;
- Internationally recognised qualification in ICT at Diploma level;
- At least 5-10 years' experience working as a Construction Manager or Project Manager;

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- At least two years' experience working as a Construction Manager or Project Manager in an infrastructure environment;
- Demonstrable experience of good quality report writing and correspondence skills that demonstrate the ability to provide clear and coherent information;
- Experience in managing project teams.

Applicants should have excellent Microsoft Office Skills in particular advance knowledge of Excel, Word and MS Project, well-developed communication skills and the ability to build good working relationships, with the ability to meet tight deadlines and work under pressure.

Salary for this post is at £14,138 per annum.

For further details about the post, interested persons can contact Miss Alfreda Yon, Capital Programme Manager on telephone number 22777 or e-mail: Alfreda.Yon@sainthelena.gov.sh

Application forms are available from Corporate Human Resources and on the SHG website at: www.sainthelena.gov.sh/vacancies and should be submitted through Directors, where applicable, to Madonna Henry, Human Resources Officer, The Castle or e-mail madonna.henry@sainthelena.gov.sh by no later than 4pm on Friday, 17 January 2020.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Corporate Services

03 January 2020