

Job title	<i>Project Manager</i>
Reports to	<i>Directors</i>
Location	<i>Janakpur / Kathmandu</i>
No. of Vacancy	<i>3</i>

Job purpose

Raman Construction have enjoyed significant success and more recently secured multiple projects across Nepal. Due to these new projects we now wish to appoint a Project Manager to ensure these deliveries.

Project Manager is executive role responsible for leading the delivery of complex commercial construction projects to budget, time and quality objectives in a professional, systematic and controlled manner.

Duties and responsibilities

- Planning, scheduling, monitoring and controlling of the whole/ overall project.
- Preparation of Planning Schedule of Work through MS-Project including designing WBS for all the Items, allocating the resources like Manpower and Material over all the works, and Bar Chart for the Project.
- Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems
- Working of Overheads for the project at the time of the Resource mobilization and further analysis
- Develop and implement quality control programs.
- Proper coordination with the contractor's representative and the director's about the project progress and other relevant activities.
- Prepare and submit budget estimates and progress and cost tracking reports.
- Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors.
- Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
- Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems.
- Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
- Appropriate decisions taking as per the need of the site situation.

Qualifications

- BE Civil with 10 years of experience as a civil engineer/Project Manager and of which 5 years should be in Road Project.
- Project Management Certification is an added advantage.

Job Specification

- Must possess knowledge of GIS.
- Proficient in MS Project
- Sound knowledge and experience of Contract administration
- Knowledge on quality of construction material and human resource management
- Construction materials sourcing and management
- Experience in construction project management in Bridge or Road or Irrigation or Water supply or other civil construction projects.
- Proficient in MS office, internet, email and AutoCAD
- Proficient in survey and design of road, bridges and Water Supply Projects.
- Project scheduling and its monitoring.
- Human resource management for several projects
- Monitor the preparations of project financials (contract account, project estimates, budgeted and actual cash flows)
- Proper monitoring of quality, time and cost of the project

Skills

- Excellent leadership & communication skills, be self-motivated and have the ability to work under pressure in order to meet deadlines. Attention to detail and the ability to adapt and learn are also essential.