

POSITION ANNOUNCEMENT

JOB TITLE:	PROJECT OFFICER
TYPE OF VACANCY:	MID-MANAGER
REPORTS TO:	VICE PRESIDENT, OPERATIONS
SCHOOL/DEPARTMENT:	OFFICE OF THE V. P., OPERATIONS
<p>SUMMARY: Reporting to the Vice President Operations, the Project Officer is responsible for a full range of services focused on budgeting, planning, oversight and industry best practices.</p> <p>The Project Officer works collaboratively with the Director - Physical Plant, the University's Department Heads and other stakeholders to coordinate work schedules, equipment usage schedules, and respond to enquiries and concerns in a timely fashion.</p> <p>The position is relied upon to identify any potential issues or risks that could affect the progression of projects, and for maintaining crucial project documents. Crucial to the role are the administrative and technical skills requirements of the position for the general oversight of day-to-day logistics, and to ensure quality and proper compliance with job standards. The Project Officer is expected to improve work flows, fine-tuning processes and to provide direction and guidance to keep projects on track.</p>	
<p>DUTIES & RESPONSIBILITIES: The duties of the Project Officer include but are not limited to the following:</p> <ul style="list-style-type: none">➤ Advise on the development of project scopes and budgets;➤ Advise and assist in the selection and supervision of Architectural and Engineering firms in the conduct of capital projects working in concert with applicable stakeholders;➤ Advise and assist in the bidding process and selection of qualified contractors for projects;➤ Advise and assist in the selection and employment of qualified Quantity Surveyors and Project Managers for Capital Projects;➤ Advise and assist in the project approval process through government agencies including the Ministry of Education, Ministry of Works, Ministry of Finance and the Department of Customs as required;➤ Review project progress and advise on quality, budget, and progress with special emphasis on the analysis of suggested or required change orders;➤ Provide supervision and oversight to construction projects;➤ Keep records of assignments and produce work reports as required;➤ Keep records of materials received and used;➤ Attend seminars recommended by management;➤ Attend meetings called by management;➤ Undertake continued training as required, to meet the changing needs of services, clients and the industry;	

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- Comply with the Physical Plant Department safety standards;
- Communicate in writing/email and verbally with staff members, administrators and other contact persons;
- Keep supervisor and department heads informed of potential problems or unusual events;
- Respond to enquiries and concerns in a timely fashion;
- Monitor jobs to ensure quality and proper compliance with job standard;
- Prepare training/study programs and inform employees of new work methods, procedures or change in safety regulations for apprentice and unit technicians;
- Assist in vetting outside contractors and negotiating for work which is not carried out by Physical Plant Department personnel;
- Inspect jobs in process and upon completion for both quality and quantity of work;
- Assess staff performance as scheduled;
- Make recommendation as regard to promotion and termination of employees;
- Plan and develop work schedules, equipment usage schedules, priority of expenditures, personnel and procedure;
- Prepare written estimates of material and labor and give time lines for maintenance and development projects.
- Assist in determining needed personnel, services, equipment, materials and supplies;
- Prepare requisitions for a wide variety of supplies, construction tools and equipment;
- Ensure an adequate supply of material and equipment is available and monitor the acquisition and use of them;
- Comply with departmental and governmental Health and Safety standards;
- Assist in preparing Physical Plant Budget;
- Coordinate activities with other trade areas of project management;
- Monitor projects performed by the department personnel and outside contractors;
- Write specifications or projects and secure quotations;
- Assist in the writing of RFPs;
- Draft preliminary drawings for small projects.

QUALIFICATIONS:

- Bachelor's degree or equivalent in civil or structural engineering, facilities or construction management, or architectural science. Plus, a minimum of 7 years' experience in construction project management (preferably commercial);
- Professional Certifications in the related services would be an asset;

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- Sound knowledge in building codes, working with architectural and other technical drawings and manuals and other international standards related to construction management;
- Sound knowledge of quality, environmental and safety standards associated with civil, structural, electrical, mechanical, plumbing and carpentry, HVAC & fire protection systems, blueprint reading and interpretation;
- Must be proficient in AutoCAD and Microsoft Office software.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated experience in budget and financial management;
- Excellent written and verbal communication skills;
- Excellent critical and creative thinking and analytical skills;
- Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.

To ensure full consideration, interested candidates should submit the following items via email to the address given below with the subject *Project Office*:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Completed Employment Application Form (www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf);
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;
- Copy of N.I.B. Card;
- Copy of a valid Driver's License;
- Copy of Voter's Card;
- At least three (3) written, professional references.

Submit all electronically to:

Email: hreply@ub.edu.bs

Attention: **Vice President, Human Resources**

- Please visit our website at www.ub.edu.bs for more information about the University and to access the University's Employment Opportunities.

Salary Scale	Contractual
Date Published	
Application End Date	
Date to be Removed	

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The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Project Officer.