

Project Manager for Construction of SECP HQ Building, Islamabad

Job Responsibilities

The Project Manager as the Employer's Representative under the contract, will have following responsibilities and duties:

- Direct and oversee construction project from conception to completion while monitoring compliance with safety and building regulations of local Authorities.
- Prepare RFP/bidding documents/PC1, 2,3 for the hiring of the Architect and Contractor as PEC, PCATP and PPRA rules.
- Will ensure all drawings/BOQ prepared by the Architect are correct, including detailed working architectural, structural and Mechanical Electrical and Plumbing drawings.
- Coordinate with Architect and CDA for Building construction plans/drawings submission and approvals.
- Coordinate with relevant teams for all procurement process as per PPRA rules.
- Responsible for all Legal contracts with the vendors. Negotiate Legal agreement terms and conditions and obtain approvals, manage construction contract drafts] and revisions.
- Coordinate with Architect, Contractor and approvals from local authorities, CDA, IESCO/WAPDA, SNGPL, Environment/civil aviation and other Government departments/Ministries.
- Monitor construction works and ensure quality of works as per specifications, norms, civil engineering standards and drawings.
- Communicate with the responsible parties to ensure quality construction and proper industry techniques and processes are utilized while ensuring the client's needs.
- Check measurements for works completed and in-progress and to verify interim and full payment certificates for making payment to the Architect/contractors.
- Attend third party inspections as necessary; examine the contractor's claims for variations/extension, additional compensation, etc., and prepare recommendation for approval from Competent Authority
- Maintain detailed records of measurement of the completed works, correspondence, detailed diaries, photographs, daily site records including other documents/agreements concerning relevant events and activities.
- Scrutinize and approve the contractor's detailed work program including contractor's resource planning.
- Scrutinize and approve construction methods proposed by contractor.
- Prepare monthly progress and project completion reports.
- Ensure SITE Safety/HSE standards are completely followed.

- Review project on a daily basis to ensure quality construction standards exist and estimates remain within budget. Managing budgets and costs throughout the course of construction project.
- Progress reports preparation as per clients' requirements. Follow up with vendors to ensure timely delivery of materials and services.
- Meeting regularly with stakeholders to discuss project status and resolve issues and conflicts.
- Check and certify 'as-built' drawings for the works prepared by the contractors at the end of project.
- At the completion of the works, prepare a consolidated Project Completion Report as per organization requirements.
- Inspect the works at appropriate intervals during defect liability period and recommend for certification.
- Resolve any contractual disputes with contractors/consultants arising during project duration as per PPRA rules.
- Training and skill development of engineering staff:
 - • Assist employer in hiring technical staff for building works if required.
 - • Any other additional construction related tasks