

## Project Engineer - Contract Management

### Primary Objective of Position

The Project Engineer - Contract Management ensures the project is delivered by the Contractor to plan and specification and payment entitlements are properly authorised.  
Resident Engineer/Principals Site Representative

### Key Outcomes

The Project Engineer - Contract Management will be based at site and be accountable to the Project Director for the following outcomes:

- 1) Leadership and management of the Project Management Unit resources -
  - # Manage the Project Management team as deployed to the project (on-site and support)
  - # Management through performance management system:
    - # Performance measures and in accordance with the contract
    - # Monitoring of management expenditure including variations and adjustments
    - # Managing the relationship with stakeholders including the landowners
- 2) Project managed to completion/commissioning:
  - # Contractual progress monitoring (against plan)
  - # Contract management - variations and extensions
  - # Contract and project stage commissioning
  - # Budget and variations/deviations reporting
  - # Project works managed effectively
  - # Effectively manage all contractual obligations with the contractor
- 3) Project Director informed.
  - # Project reporting in accordance with contracts
  - # Project progress and incident on regular basis/as required
- 4) Compliant contract project:
  - # Contractual compliance
  - # Health, safety and environment compliance
  - # Project statutory compliance - laws and regulations
- 5) Demonstration of the PWD image and value standards

Duties / Responsibilities (Describes key competencies required to achieve performance levels)

### Competence

### Competence Description

#### Business

Business Performance

Establish performance management measures managing adjustments and variations

Risk Management

Develop a risk management plan.

Planning

Develop an operations plan to define specific objectives.

Systems and Procedures	Undertake defined modifications/reviews to procedures; draft manuals/instructions.
Documentation	Develop submissions and / or business plan documentation from options.
<b>Customer</b>	
Customer Commitment	Anticipate and devise solutions to meet the customers' future requirements.
Relationship Building	Formalise business relationships through partnerships or agreements of mutual benefit e.g. service provision.
Quality Focus	Develop quality standards for the organisation.
<b>People</b>	
Leadership	Achieve the vision by establishing clear objectives and empowering units to achieve.
Facilitation	Define the work/problem in broad terms empowering teams to establish objectives, shares accountability.
Negotiation	Lead a negotiation, focusing on the outcomes and needs of each party and building common ground.
<b>Professional</b>	
Technical Strength	Develop the technical solution for a situation using fundamental principles and theory - technical adviser.
Compliance	Provide advice on compliance that requires an interpretation of the laws and regulations.
<b>Operational</b>	
Health and Safety	Observe and report potential hazards or security breaches in the workplace.
<b>Interactions</b>	
External	<ul style="list-style-type: none"> <li>Government Officials</li> <li>Line Ministries</li> <li>General Public</li> <li>Auditors</li> <li>Suppliers</li> <li>Landowners</li> <li>Provincial Councils'</li> <li>City and Town Councils</li> <li>Associations / Unions</li> <li>Tenants</li> <li>Contractors</li> </ul>
Internal	<ul style="list-style-type: none"> <li>Regional and Headquarters</li> <li>Management team</li> <li>All staff</li> </ul>

## Person Specifications:

### Qualifications

#### Preferred

Degree Civil Engineering

#### Desirable

Higher Degree incl. Post Grad Cert or Dip Project management &/or contract law

### Requirements

#### Language Proficiency

Excellent command of English

#### Professional Associations

Membership of Professional Engineers Institute (recognised)

#### Regulatory Compliance Requirements

Drivers Licence

### Work Knowledge and Experience

Contract management or contractor experience at project manager level is necessary

Road construction and/or rehabilitation essential

A competent Project Engineer is likely to have over 5 years experience in project management including as Project Manager

### Personal Attributes :

#### Attribute Type

#### Attribute

Behavioural

Accountable  
Customer Focused  
Detail Oriented  
Resilience

Interpersonal

Forthright  
Perceptive  
Self Sufficient and Assured

Thinking

Challenger  
Decisive  
Disciplined / Systematic  
Initiative

### How to apply:

Online applications preferred but if necessary email your application to [pwdjobs@pacificrecruit.com](mailto:pwdjobs@pacificrecruit.com)

**Closing Date:** Friday, 6 November, 2009