

Terms of Reference (TOR) - Senior Project Manager (Technical)

Qualification:

- Bachelor's degree in Civil Engineering /Mechanical Engineering /Construction Management or related discipline. Experience in Ports & Shipping Industry with Project Management Professional (PMP) certification would be an added advantage.

Work Experience:

- Candidates must be having 15 to 20 years of experience in project management of large scale infrastructure projects preferably in any State Government /Central Government /Semi Government Bodies /PSUs/ large private organization.

Key Job Responsibilities:

- Lead the Project Technical Team and assist them in day to day activities. Incumbent will be the "single point" responsible person related to Project execution and management.
- Monitor and ensure the project deliverables are completed successfully on or before the deadline date. Timely updating the management about critical risk issues & suggest mitigation measures.
- Implementing the Government policies and other policies related to construction.
- Planning and implementation of construction projects to ensure they are completed on time and within the allotted Budget.
- Overseeing various technical activities under the AIWT, adherence to the timeliness and making necessary adjustments in order to ensure successful completion of all construction projects.
- Planning and designate project resources, prepare budgets, monitor progress and keep all the stakeholders informed all throughout.
- Maintain construction schedule and adherence according to schedule. He /She will distribute duties among staffs. Review the monthly & weekly task schedule.
- Maintaining overall quality of a construction project and ensure the work is done as per standard construction procedures.
- Evaluate reports of the consultants and addresses contractual requirements related to scope, timelines and cost.
- Manage, monitor, supervise and expedite the progress of the individual components under the project plan.
- Timely review of risk issues, participate in key risk management discussions and suggest best practices to be adopted.
- Assist in developing & implementing best project management practices & ensure control management mechanism process are put in place.
- Assist in composing responses to client communication and reports.
- Assist team in prioritizing the technical issues and do a Root cause analysis (RCA) whenever necessary.
- Evaluate technical methods and alternatives suggested by the consultants. Participate in

Technical Bid Evaluation of all Contracts related to Civil Works.

- Check and confirm the accuracy of submissions from contractors, vendors and suppliers for the work to be performed, coordinate and ensure approvals are received from the AIWT Project in timely manner.
- Set up procedure and processes in monitoring and tracking of engineering related documentation throughout the project lifecycle.
- Prepare and deliver various construction related presentations, both internally and externally as and when required.
- Any other duties assigned by State Project Director, AIWTDS.

Age: Not more than 55 years as on the date of Application.

Remuneration:

The monthly remuneration would be in the range of 1, 50,000/- to 2, 00,000/- or 30% hike on the existing remuneration whichever is less. Depending on qualification, experience and competency of the candidate, the remuneration is negotiable.

Period of Service:

The contract shall be initially for a period of minimum 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.