

## **Forward Microfinance Laghubitta Bittiya Sanstha Ltd.**

**Duhabi, Sunsari**

### **TOR**

**Job category:** Engineering/ Project Management

**Job title:** Project Manager

**Vacancy code:** 4/079/080

**Office:** Forward Microfinance Laghubitta Bittiya Sanstha, Ltd. Duhabi, Sunsari

**Duty station:** Duhabi, Sunsari

**Job Type:** Contract

**Duration:** Initial one year to be extended

**Background Information:** Forward Microfinance Laghubitta Bittiya sanstha Ltd has allocated fund and established a project for design and construction of its head quarter campus located at Duhabi, Sunsari. One or two office buildings and residence quarters will be built through the project. In order to manage the project, Forward Microfinance Laghubitta Bittiya sanstha Ltd seeks to recruit Project manager.

Reporting directly to the project board, Project manager is responsible for day to day operation of the project. Main responsibility of the project manager is to insure that the project outputs are delivered within the specified tolerances of time, cost, quality, scope, risk and benefits. He/she is expected to meet the organizations performances and delivery goals.

### **Functional responsibility**

#### **1. Project delivery and performances**

- Design develop complete and update implementation plan
- Implement the approved plans including the establishment of milestones
- Manage the production of required outputs taking responsibility of overall progress
- Ensure that the quality of works and deliverables comply with the quality requirement defined in the implementation plan
- Monitor project progress ensuring that project works being executed properly
- Identify and anticipate in timely manner potential risk and issues and advise mitigation measures to project board

#### **2. Procedure**

- Comply with all organizational policy and guidelines of procurement
- Prepare relevant plans for approval by project board
- Manage the reporting obligations defined in the implementation plan
- Ensure the smooth application of procurement procedures for tenders and important acquisition
- Ensure maintenance of project files and lesson learns are maintained
- Ensure deployment of and implementation of project financial guidelines and control mechanism in conformity with FMF rules and regulations

- Manage budget, cash flow and obligations to ensure that deliverables are met and payments to suppliers made on time
- Support project audit activities including planning, preparation and coordination during the audits and follow up an audit recommendation

### 3. Monitoring and reporting

- Prepare and submit regular project and financial reports in accordance with FMF requirement for reporting
- Regularly renew project status, evaluate performance criteria ( scope, cost, schedule, quantity)
- Maintain diary and progress reports

### 4. Quality control and assurance

**Education:** Bachelor's Degree in civil engineering or Architecture or construction management

**Experience:**

- Minimum 5 years of experience as a project manager in the area of office building design construction and contract administration. Construction Supervision He/ she must have completed at least two large scale building construction projects
- exposure to procurement process
- Experiences in stakeholder coordination, quality assurance and quality control. Health safety and environmental policy
- Experience in project planning, implementation monitoring and evaluation, reporting and budget management
- Experience in quality assurance methodologies and risk management in construction project

**Language:** fluency in Nepali and English

**Certification:** Project Management Practitioner (PMP) project management certification would be highly considerable

**Competencies:**

**Managerial:** management professional with strong project management acumen; prior project management experience

**Commitment:** committed to Forward microfinance principle and values

**Professionalism:** expertise in handling contracts, issues, and strong ethics, and service and client satisfaction oriented approach

**Planning and organizing:** ability plan work. Assign work under pressure of frequent and tight deadlines

**Communication:** excellent communication skills

**Technology awareness:** high proficiency with computers - MS word, excel, AutoCAD