

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: DRAINAGE PROGRAMME MANAGER

JOB SUMMARY: The role of the Drainage Programme Manager is to oversee the planning, organizing and coordinating the implementation of the Programme. The works involve applying sound project management practices to ensure that the implementation of all relevant components of the Strategic Drainage Plan are planned, resourced, executed, managed, controlled and closed off so that the deliverables are all achieved as planned, and that all reports, notifications, and documents are presented in a timely manner in keeping with the requirements of the loan agreement; as well as leading a team of professional and technical staff.

The Drainage Programme Manager will also be responsible for the stakeholder management, keeping the PEU team motivated, focused and results oriented in order to deliver projects in stipulated timeframe

REPORTS TO:	Director of Drainage
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SUPERVISION GIVEN TO:	Programme Execution Unit (P.E.U.)
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DUTIES AND RESPONSIBILITIES:

- The Drainage Programme Manager shall develop and apply appropriate project management templates for scheduling, cost management, time management, quality management, environmental and social management
- Develops and implements strategies to manage stakeholder
- Supervises the operations of the programme in keeping with the Strategic Drainage Plan
- Ensures that the PEU team is motivated, focused and results oriented.
- Maintains an “Issues Log” and shall notify the Director of Drainage and CAF should issues arise which are beyond the control of the PEU.
- Serves as single point of contact for all activities of the PEU;
- Ensures that projects are completed within budget and without cost overruns;
- Manages any variations which are a result of unforeseeable circumstances to ensure that the additional cost does not exceed the approved budget for such items, nor exceed the approved, additional time for completion.
- Ensures that programme deliverables are met in keeping with the Loan Agreement and the Strategic Drainage Action Plan;
- Submits schedule, budget, and delivery status reports to all program stakeholders in accordance with loan agreement and Executing Agency requirements;
- Manages the team roadmap and team prioritization activities;
- Fosters open communication within the team and facilitates program meetings;
- To adapt and evolve to the needs of different teams through the project or program lifecycle;

- Coordinates and implements cross functional initiatives that foster new learnings in keeping with the development of internal (DD) key staff;
- Liaises with all critical stakeholders to facilitate the timely execution of the projects and shall notify and seek approval of CAF and the Director of Drainage on any matter that may modify the performance of the project or its scope.
- Facilitates regular staff meetings.
- Attends meetings, conferences and seminars related to this programme
- Performs all other related duties

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Demonstrated application of project and program management processes to complex engineering problems;
- Sound Knowledge in managing projects
- Sound knowledge and significant experience in the creation of performance metrics and driving to successful outcomes;
- Knowledge of applicable codes, policies, standards, and best practices.
- Knowledge of Public Sector financial laws

SKILLS AND ABILITIES :

- Ability to work cross functionally with engineering, operations, finance, and supply chain personnel as well as external stakeholder groups;
- Excellent interpersonal skills and proven ability to manage high level stakeholder relationships
- Ability to make complex technical decisions in areas of high uncertainty with the ability to determine tradeoffs in multiple areas;
- Ability to work independently without supervision
- Possess time management skills

MINIMUM EXPERIENCE AND TRAINING:

- Master's Degree in Engineering, Project Management or related field.;
- Bachelor's degree in Civil Engineering;
- At least 15 years' experience in Project Management, with at least 10 years' experience in a leadership role;
- At least 10 years' experience in managing water/drainage related field/ projects;
- Considerable experience in Budgeting & Financial control;
- Experience using software management suites and tools, with particular expertise in the use of Microsoft Excel, Word, PowerPoint, Outlook, Visio, Microsoft Project, and AutoCAD;
- PMP Certification would be an asset
- Considerable experience in working within the field of drainage water management;
- Self-motivated, capable of organizing time well.

OR

- Any equivalent combination of experience and training