

INFRASTRUCTURE MANAGER – INDUSTRIAL ZONES

Reports to: Demonstration Unit Director

Under the supervision of the Demonstration Unit Director and coordinating closely with the the Infrastructure Director on technical issues, the Industrial Zones Infrastructure Manger will plan and implement all the project-level infrastructure-related activities, as well as staff and consultants.

The Demonstration Unit is a unit within the Center of Expertise for Industrial Land Development (CEILD), which is expected to be a center for technical expertise in industrial zones for the GoM, private sector, industrial zone associations and other stakeholders. The Infrastructure Manager will be part of a team that will also include an Environmental and Social Performance Manager and a Public-Private Partnerships Manager. The zones developed by the Demonstration Unit will be developed using a PPP model and will be developed in a sustainable manner, with application of international environmental and gender and social inclusion standards. He/She will work closely with other members of the Project Team to:

- Develop, and regularly update an overall work plan for carrying out infrastructure-related activity tasks and sequencing and coordinating them with other related tasks, including environmental and social management, resettlement and gender and social inclusion. The CEILD will have a scheduler on staff that will support the Manager with these responsibilities and help to ensure integration across the activity.
- Assess staffing and resource needs over the life of the Project to accomplish infrastructure-related tasks for the two activities and work with the Project Directors and Infrastructure Director to formulate a plan for engaging additional resources.
- Contribute to a matrix of project roles and responsibilities regarding infrastructure design, construction and construction supervision activities.
- Ensure the coordination among the various project level stakeholders.
- Ensure that formal procedures and reporting are in place for managing the project infrastructure activities, consistent with the compact level guidelines and procedures. This will include, but not be limited to physical and financial progress at the site level and progressive consolidation of this information to the regional and project levels.
- Prepare monthly, quarterly and annual progress reports, as well as other reports as required.
- Manage the various contractors' and consultants' activities, including but not limited to review of deliverables, construction oversight, site meetings, contract document management, timely review and processing of invoices and handing-over of completed works and project closeout.
- Supervise a team of Works Officers or other staff at the site level.
- Resolve project related problems, including but not limited to schedule delays, change management, cost overruns and claims.
- Ensure appropriate approvals and permits.

Experience and knowledge requirements:

- Minimum 8 years of experience of construction management
- Bachelor's degree in a relevant field of engineering or architecture
- Professional registration in Engineering or Architecture
- Experience in vertical construction, preferably institutional facilities, as utilities and networks infrastructure.
- Good knowledge of the computer tools needed to manage cost, schedule and documents.
- Working knowledge of Microsoft Project, Primavera or equivalent.
- An ability to work with multiple contractors and multidisciplinary teams.
- Possess an ability to work with international teams.
- Written and spoken fluency in French and working knowledge of Arabic and English desired.