



1. Project Manager - Electrical

Job Tasks Description

1 ◊ Project Management

1 ○ **Planning**

- 2 1. Plan projects in order to accomplish its goals within constraints such as time, cost and agreed quality standards
- 3 2. Schedule tasks, deadlines and milestones for all stakeholders and resources
 - 4 • Create and represent data sheets for projects
 - 5 • Create detailed chart of milestones for all parties
- 6 3. Identify schedule uncertainties and risks for both client and Unicon
 - 7 • Develop schedule contingency plans

8 ○ **Day-to-Day Management**

- 9 1. Run the projects on a day-to-day basis
- 10 2. Coordinate sales team, contract management team, project/s execution team, design management team, project planning team, testing crew, maintenance crew, and clients
- 11 3. Assemble assets required for execution team to perform tasks
- 12 4. Disseminate execution information to execution team through task and sub-tasks assignment based on requirements
- 13 5. Coordinate communication between staff and third parties acting on behalf of the client
- 14 7. Efficiently and competently manage problems -- when things go off plan (due to scope-creep, changed requirements, missed deadlines etc.) bring them back on plan or create a new plan with the assistance of key-stakeholders
- 15 8. Intimately understand the requirements of the projects and ensure that work proceeds on-spec
- 16 9. Evaluate deliverables prepared by the team to make sure the work meets requirements and maintains a high level of quality
- 17 10. Constantly monitor and report on the progress of the projects to all stakeholders

18 ○ **Evaluation & Reporting**

- 19 1. Track and report team hours and file expense reports
- 20 2. Analyze project profitability
- 21 3. Conduct analysis on human resource factors like future recruitment/staffing needs, over time hours, leave and attendance records.

22 ○ **Process**

- 23 1. Create, maintain & constantly look to improve execution processes



- 24 2. Provide detailed explanations (written and graphical) of execution processes
- 25 o **Proposals**
- 26 1. Work directly with tendering, project planning and sales team to contribute wording, estimates, charts, samples etc. for tendering
- 27 • Work with the contract management team and execution team to estimate costs & budgets
- 28 • Work with the project planning and execution team to come up with strategies to reduce project cost
- 1 • Client Management
- 1 o Act as Account Manager for some clients; handle some Account Manager duties for other clients
- 2 o Schedule and attend meetings with clients
- 3 o Articulate design rationale and function strategy as it directly relates to accomplishing goals set out (where applicable)
- 4 1. Done throughout the life of the projects if new client or technical requirements necessitate new design or function strategy
- 5 o Present work to the client at milestones throughout the execution process
- 6 o Obtain, discuss and follow-through with feedback from client
- 7 1. Work with clients against scope creep and endeavour to keep projects focused within scope
- 8 o Investigate and answer clients' questions
- 9 o Ensure client expectations are met and exceeded in terms of quality of product and service delivered
- 10 o Provide soft-sales (up-selling opportunities) or articulate these opportunities to the appropriate channels
- 2 • General
- 1 o Create time estimates for work to be performed

Knowledge & Skill Requirements:

- *Experience in strategic planning and execution. Knowledge of contracting, negotiating, and change management. Knowledge of project management, and cost control principles*
- *Good knowledge of;*
 - *Design/engineering, procurement, installation, testing, commissioning of primary & secondary substation equipments.*
 - *Complete cable management including design/engineering, procurement, installation, testing, commissioning of EHV, HV, MV and LV cable networks*



- *Design/engineering, procurement, installation, testing, commissioning of street lighting systems*
- *Annual maintenance and services agreement for substations and electrical distribution networks*
- *Turn key electrical project for power plant and substation*
- *Work requires professional written and verbal communication and interpersonal skills. Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects. Ability to participate in and facilitate group meetings.*
- *This is normally acquired through a combination of the completion of a Technical Degree in Electrical, ten years of experience in a managerial-level.*
- *Work requires willingness to work a flexible schedule.*