



Applications are invited for the post of: Senior Project Manager

The Senior Project Manager is responsible for organizing, directing, coordinating, and administering Capital Road Works projects, from initial client liaison through to defining project requirements, master planning, design, procurement, construction, and commissioning. The post holder will lead the project management team to ensure the timely and cost-effective delivery of projects, while maintaining the highest quality and safety standards.

Principal Accountabilities: *(see JD for full review)*

- **Contract Management and Administration:** Oversee and manage all aspects of contract execution, ensuring compliance with contractual obligations and regulations.
- **Communication and Reporting:** Prepare and deliver monthly reports on the projects under management, highlighting progress, issues, and milestones.
- **Project Management and Administration:** Maintain appropriate project administrative records to ensure the efficient management of projects and safeguard government interests.
- **Quality Assurance and Site Visits:** Ensure the maintenance of document management systems, and guarantee ongoing compliance with quality standards and industry regulatory requirements.
- **Procurement Management:** Oversee the procurement process for projects, ensuring compliance with procurement regulations and guidelines.
- **Tender Preparation:** Assist in preparing tender documentation, including tender advertisements, tender briefs, opening papers, and tender evaluation reports.

Qualifications, Experience, and Skills: *(see JD for full review)*

- A degree in Civil Engineering with at least five (5) years of practical and relevant experience, or a minimum of fifteen (15) years of applicable industry experience.
- Project management certification (e.g., CAPM, PMP, or similar) is encouraged.
- Proven experience in delivering major road projects from inception to completion, with reference verification.
- Proficiency in computer applications such as Microsoft Word, Excel, PowerPoint, and Outlook, with experience in creating project schedules and budgets in electronic formats.
- Experience managing road construction projects, including base construction, drainage, utilities, and concrete works, with proven fiscal responsibility.
- Strong leadership skills with the ability to manage field operations effectively.
- A working knowledge of the Procurement Act and Procurement Regulations.
- A commitment to confidentiality, objectivity, impartiality, and independence.

The NRA provides a competitive compensation package, which includes pension and health insurance. Salary range for this position is **CI \$ 75,228 - \$ 101,160** commensurate with qualifications and experience.

Application form and job description are available online at www.caymanroads.com. Interested parties are required to submit a NRA job application and resume in confidence no later than **January 24th 2025** to:

Attn: Chief HR Officer

Ref: Senior PM Recruitment

National Roads Authority | P.O. Box 10426 | Grand Cayman, KY1-1004 | Email: Recruitment@nra.ky