



PNG Construction Project Manager Job Description

Reports to: CEO

Works closely with: Lands Committee

Skills/Qualifications required:

- Leadership skills
- Time management skills
- Analysis and problem solving skills
- Organizational abilities
- Interpersonal and good communications skills
- Decisiveness
- Ability to delegate
- Time management and project progress tracking skills
- Willingness and ability to work with cultural differences during project

Job Purpose: To provide oversight to the SA Land Project in a Christ-like manner.

Job Duties:

- Organize and oversee construction project from start to finish in a timely and efficient manner.
- Plan all construction operations and schedule intermediate phases to ensure deadlines will be met.
- Obtain permits and licenses from local authorities when necessary.
- Determine needed resources (manpower, equipment, and materials) from start to finish with attention to budgetary limitations.
- Commitment to research building and construction practices based on local supplies.
- Negotiate contracts with local vendors.
- Willingness to work with international volunteers.
- Work closely with Country Director with project finances.
- Evaluate progress and prepare detailed reports for land committee.
- Communicate via phone and emails in a timely manner.
- Actively participate SA staff meetings as necessary.