

CALL FOR APPLICATIONS

TO FILL VACANCY FOR

Senior Professional Officer – Project Manager

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) and copies of qualifications relevant to the post to recruitment.pg@projectgreen.mt

Permit number: 32/2024

JOB DESCRIPTION & PROFILE

Title	Senior Professional Officer – Project Manager
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Job Description

Overview

Project Green is seeking an experienced Project Manager to oversee and manage all aspects of construction projects from inception to completion. The ideal candidate will be responsible for planning, organising, and coordinating various activities to ensure the successful delivery of projects within specified timeframes and budgets. The Project Manager will collaborate with internal teams, external consultants, contractors, and other stakeholders to achieve project goals and objectives.

About the Role:

As Senior Professional Officer – Project Manager, your tasks will include:

1. Project Initiation:

- Assist in preparing the project brief.
- Develop the project manager's brief.
- Advise on budget, funding, program, and risk management arrangements.

2. Project Planning:

- Arrange feasibility studies and prepare comprehensive reports.
- Develop the project strategy and consultants' brief.
- Devise project programs and schedules.
- Utilise project management software and tools to manage project tasks, communication, and documentation.

3. Tendering Process:

- Prepare and arrange tender documentation.
- Organise contractor pre-qualification processes.
- Evaluate tenders and make recommendations.

4. Project Execution:

- Organise control systems, including reporting procedures.
- Implement all contractual obligations diligently throughout the project execution phase, ensuring compliance with contract requirements.
- Identify and assess project risks and develop mitigation plans by proactively identifying potential issues and planning how to address them.
- Communicate project status to all stakeholders by providing regular updates on progress, risks, and issues.
- Facilitate project meetings by organizing and leading effective meetings to track progress and resolve issues. Monitor project progress and ensure adherence to timelines.
- Manage and monitor project meetings.

5. Financial Management:

- Authorise payments in accordance with project milestones.
- Authorise payment in accordance with EU funded regulations and grants.
- Monitor the project budget and assess changes.

6. Communication and Coordination:

- Organise communication and reporting systems.
- Provide project coordination to ensure seamless collaboration among stakeholders.

7. Quality Assurance and Compliance:

- Prepare a comprehensive Quality Assurance (QA) regime.
- Issue health and safety procedures.
- Address environmental aspects in project planning and execution.

8. Stakeholder Engagement:

- Coordinate with statutory authorities and regulatory bodies.
- Liaise with funding institutions to ensure compliance and reporting.

9. Project Closure:

- Develop the final account and ensure financial reconciliation.
- Arrange pre-commissioning and commissioning activities.
- Organise handover and occupation processes.
- Collect maintenance manuals for completed projects.

10. Post-Completion Activities:

- Arrange for feedback monitoring and post-completion reviews.
- Conduct post-project reviews and lessons learned.
- Document project outcomes and deliverables.

About You:

Project Green is looking for a Senior Professional Officer – Project Manager of the highest personal and professional integrity, principle, and knowledge, earning respect and support when making decisions and choices. The selected candidate needs to be a self-directed person with a strong work

ethic and high expectations for performance; a person leading by example and sets strong professional and personal standards for every activity.

The role requires the possession of a bachelors' degree qualification (MQF Level 6) or higher as recognised and certified by the Malta Qualifications Recognition Information Centre (MQRIC) in Project Management or in Built Environment Studies. Applicants in possession of a bachelor's degree qualification (MQF Level 6) or higher as recognised and certified by the Malta Qualifications Recognition Information Centre (MQRIC) in Construction Project Management will be preferred.

Applicants need to have proven experience in construction project management; strong knowledge of construction processes, regulations, and best practices; excellent communication, negotiation, and leadership skills; ability to manage multiple projects simultaneously; and be proficient in project management software.

The role also requires the possession of a Driving Licence Category B.

Other Information

Project Green is an Equal Opportunities Employer as certified by the NCPE (National Commission for the Protection of Equality) and is committed to a policy of equal opportunity in all aspects of employment and will avoid any form of discrimination in its recruitment procedures.

The Agency reserves the right to withdraw this call at any time and not select any of the Candidates.

It is the responsibility of applicants in possession of qualifications awarded by Universities and other similar institutions outside Malta to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC). Applicants should do so preferably at application stage or otherwise at the preliminary interview should an applicant be selected for such interview. Details can be obtained by accessing the Malta Further and Higher Education Authority website on mfhea.mt under MQRIC heading.

The Agency shall ensure that any processing of personal data is in accordance with Regulation (EU) 2016/679 (General Data Protection Regulation), the Data Protection Act (Chapter 586 of the Laws of Malta) and any other relevant European Union and national law. For further details, you may refer to the Data Protection Policy on Project Green's webpage projectgreen.mt.

Candidates are to note that the submission of any false statement/s or omission, even if unintended, may lead to the cancellation of their application and may render the candidate's appointment liable to termination.

Furthermore, please note that candidates may be asked to submit any documentation in support of the information provided, including but not limited to, proof of qualifications and Police Conduct Certificates.