

## **INTRODUCTION**

An engineering and construction firm currently working on hydrothermal power plants invites qualified applications for the following employment opportunities;

- Project Manager;
- Construction Manager;
- Civil and Mechanical Engineers;
- Logistics, Equipment & Maintenance Manager; and
- Project Site Accountant.

### **1. PROJECT MANAGER**

#### **Reporting to the Head of Projects**

#### **Duties and Responsibilities:**

##### **i. Project Management**

1. Manage and coordinate large and/multiple projects through all phases of design, approvals and construction. Monitor progress, provide financial control and ensure quality of all projects undertaken
2. Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility of the project
3. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
4. Preparing and maintaining project tools, including input schedules, workplan and log frame, and proactively managing the team and project planning to deal with challenges as they arise;
5. Providing technical oversight of staff, consultants and partners to ensure delivery is in line with project work plans
6. Ensure timely delivery of projects, at the right quality ensuring that this is done at lowest cost.

##### **ii. Project Resource Management**

1. Develop and implement feasibility plans that achieve the goals and objectives of all projects undertaken and align with the organization's overall business strategy.
2. Develop resource plans for all projects and ensure resource availability and allocation
3. Manage internal resources and third parties/vendors for the flawless execution of projects
4. Determine resource availability, estimate time and financial commitment, as well as how to monitor and report on the project's progress.
5. Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels

##### **iii. Project Monitoring**

1. Track project performance and deliverables, specifically to analyze the successful completion of short- and long-term goals
2. Prepare regular reports on progress, budgets, and expenditures related to the management of project activities; and ensure timely and appropriate reporting to the CEO.
3. Work cooperatively with and ensure that projects managers work cooperatively with the appropriate delivery team and project client to clarify specific needs and requirements and keeps client up-to-date on project status throughout process.
4. Lead meetings and set expectations for project team
5. Review status reports prepared by project staff and modify schedules or plans as required.

**Skills/Qualifications:**

1. Bachelor's Degree in an Engineering or related field from a recognized university
2. Master's degree in an Engineering or related field will be an added advantage
3. Minimum of 10-20 years' experience in a related field
4. Valid BORAQs membership is preferred
5. Prior experience in a similar position in a large construction firm
6. Excellent negotiation and client management skills
7. Team management experience with the ability to manage and motivate matrix project teams
8. Ability to juggle different projects/priorities and deliver high quality outcomes under pressure

**2. CONSTRUCTION MANAGER****Reporting to the Project Manager****Duties and Responsibilities:**

1. Supervision and coordination of all construction activities of the projects, from pre-planning to execution of the project and up to turn-over of the project to the client.
2. Manages the construction allocations and budget-manpower resources, materials, equipment and logistical provisions for each site of the project.
3. Coordinates with Line Supervisors in regard to the planning and execution of the projects and specifies Requirement in the project that needs to be delegated to the concerned department.
4. Reports to the Project Manager the progress of the construction works in all sites and provides recommendations to customers' concerns, inquiries and complains.
5. Ascertains effective construction plan on the onset of the execution of the project. Develops and manages project schedule with specific responsibility for all construction related activities, including procurement pre-construction, deliverables, construction and commissioning.
6. Evaluates and checks the compliance of the execution of the construction works according to the project requirements-approved and submitted drawings, approved suppliers, materials and equipment and recommended manpower allocations on each site.
7. Expedite all assigned preliminary field operations, measurement and evaluations in support of the project, design and scope of work developments as requested by the client.
8. Liaises with Project Managers and Site Engineers with regards to their construction related concerns and inquiries and gives suggestions that will facilitate effective monitoring of each project.
9. Cost monitoring of construction resources-manpower, materials, equipment and logistical requirements.
10. Implements health and safety measures on each site and coordinates with Safety personnel to guarantee manpower and customer safety and welfare are being handled carefully.
11. Observes compliance of construction always works according to the approved program of work and laws of the State and maintain safe working standards on site.
12. Preparation of method statement for all project's activities on site.

**Qualifications:**

1. Bachelor's Degree in Civil or Mechanical Engineering from a recognized university
2. Minimum of 10-15 years' experience in a related field.
3. Proficient in MS Project and AutoCAD
4. Must be a valid member of a relevant professional body.

### **3. CIVIL AND STRUCTURAL ENGINEER**

#### **Reporting to the Construction Manager**

##### **Duties and Responsibilities:**

1. Function as technical coordinator and supervisor on engineering projects.
2. Function as Trade Chief Inspector on engineering projects and report findings to superior daily.
3. Engineering knowledge to interpret, implement, coordinate, construction documents, layouts, drawings, technical specifications.
4. Engineering knowledge to assess and comment and approve others work performed under direct supervision.
5. Professional knowledge of local buildings codes and safety laws and regulations as well as international standards.
6. Review development plans for compliance to engineering standards, policies, or details and ensure full coordination between all associated trades.
7. Perform engineering supervision duties surrounding the following; design documents, urban planning, public works, civil defense, civil aviation, compounds, hospitalities, recreations, buildings, sub-divisions, traffic, road, airport, tunnel, facades, interiors, finishes, transport systems, green features and environmental systems.
8. Coordinate the activities of the design and construction supervision teams as and when required during the construction stages.
9. Review and comment on contractor presented documentation and/or proposed changes to design documents and coordinate with design team when necessary.
10. Review and comment on contractor presented project close out documentation.
11. Implement QA/QC procedures as applicable and approved at the project.
12. Prepare and issue technical reports as required as well clear daily records and diary entries.
13. Attend meetings, site visits and inspections and required.
14. Shall ensure that all the materials submitted for approval are those specified.
15. Will assume responsibility for on-site activities and ensure, among other things, the proper coordination of the review of shop drawings, materials submittals, method statement, as-built drawings etc.

##### **Qualifications:**

1. Bachelor's Degree in Civil or Structural Engineering from a recognized university
2. Minimum of 5-10 years' experience in a related field.
3. Must be a valid member of the Institution of Engineers of Kenya
4. Must be a registered engineer with Engineers Board of Kenya.

#### **4. MECHANICAL ENGINEER**

##### **Reporting to the Construction Manager**

##### **Duties and Responsibilities:**

1. Function as technical coordinator and supervisor on engineering projects
2. Function as Trade Chief Inspector on Engineering projects and report findings to superior daily.
3. Professional Engineering knowledge to interpret, implement, coordinate construction documents, layout, drawings, technical specifications.
4. Professional knowledge of local building codes and safety laws and regulations as well as International standards.
5. Professional Engineers knowledge to assess and comment and approve others work performed under direct supervisions.
6. Review development plants for compliance to engineering standards, policies, or details and ensure full coordination between all associated trades.
7. Perform Engineering supervision duties surrounding the following; design documents, urban planning, public works, civil defense, civil aviation, compounds, hospitalities, recreations, building sub-divisions, traffic, road, airport, tunnel facade, interiors, finishes, transport system, green features and environmental system.
8. Coordinate the activities of the design and construction supervision teams as and when required during documents and coordinates with design team when necessary.
9. Review and comment on contractor presented documentations and/or proposed changes to design documents and coordinate with design team when necessary.
10. Review and comments on contractor presented documentation and/or proposed changes to design documents and coordinate with design team when necessary.
11. Review and comment on contractor presented project closeout documentation
12. Implement QA/QC procedure as applicable and approved at the project.
13. Prepare and issue technical reports as required as well clear daily records and diary entries
14. Able to coordinate and monitor architectural and interiors work related to the project. This includes coordinating and dealing with both, the Site Supervision team as well as the Contractor, Sub Contractors and other appropriate specialists

##### **Qualifications:**

1. Bachelor's Degree in Mechanical Engineering from a recognized university
2. Minimum of 5-10 years' experience in related field work.
3. Must be a valid member of the Institution of Engineers of Kenya
4. Must be a registered engineer with Engineers Board of Kenya

## **5. LOGISTICS, EQUIPMENT AND MAINTENANCE MANAGER**

### **Reporting to the Head of Plant & Equipment**

#### **Duties and Responsibilities:**

##### **i. Logistics**

1. Plan, define and Implement the logistics, special logistics (exempted) and track all shipments (air, sea & road) to ensure on time delivery to sites.
2. Manage all border clearance for all company assets.
3. Seek exemption approvals for special logistics from KRA / Government where applicable.

##### **ii. Transport**

1. Ensure all site supplies are delivered on time to support efficient support of projects.
2. Plan site mobilization & demobilization of company fleet and equipment.
3. To ensure all Internal Service Charges are raised for each site on time.
4. Ensure all invoices to external clients are raised on time.

##### **iii. Equipment**

1. To track all equipment and report on their condition status
2. Monitor the performance of all equipment.
3. Manage and coordinate all equipment transfers including exports and coordinating with relevant bodies to get approvals for permanent and temporary export.
4. Coordinate equipment external hire.
5. Coordinate with the workshop maintenance on status of each equipment.
6. Liaising and negotiating with different parties, e.g. planning and highways authorities, county government for facilitation and approvals.

##### **iv. Maintenance Workshop**

1. Ensure reliability and availability of all machinery, equipment and m/vehicles to support business operations
2. Maintain accurate records and logs, including performing equipment inspections and preventative maintenance.
3. Initiate and drive cost management initiatives.
4. Ensure availability of resources to support efficient running of the operations.
5. Ensure a motivated, skilled and highly productive team

#### **Qualifications:**

1. Bachelor's Degree in Business related field from a recognized university
2. Minimum of 5-10 years' experience in a related field
3. Diploma in Project Management will be an added advantage
4. Proficiency in Computers

## **6. PROJECT SITE ACCOUNTANT**

### **Reporting to the Chief Accountant**

#### **i. Responsibilities**

1. Planning of project financials and execution (Budgeting and Monitoring)
2. Project General Ledger Responsibility (Accuracy, Completeness)
3. Management information analysis (Variance analysis)
4. Responsible for delivery of direct reports
5. Responsible for project performance deliverables to enhance cash generation, profitability, and revenues.
6. Coordinate with supervisors and other stakeholders in an effective manner.

#### **ii. Relationship responsibilities and personal attributes**

1. Develops and maintains good working relationships and all members of the team and other stakeholders.
2. Takes feedback positively and acts on feedback in a timely manner
3. Respects others.
4. Result oriented and focused on personal continuous improvement.
5. Accountable and takes responsibility for own performance.
6. Enjoys team-building approach of management and department - shares results.
7. Drives own personal career development by among others, setting personal objectives, and seeking feedback on performance continuously.

#### **Skills/Qualifications**

1. Bachelor's Degree in Accounting/Construction/Business related field from a recognized university
2. Professional Qualification in Accounting (CPA, ACCA)
3. Proven experience in preparation of Financial Statements
4. Demonstrate technical flair in all areas of financial statement preparation.
5. Excellent written communication skills.
6. Commitment to continuous improvement a must.
7. Must be able to display initiative and work independently in a fast-paced, results-oriented team environment with multiple, changing priorities and tight deadlines.
8. Attention to detail.
9. Ability to influence.

**Experience in working in a hydrothermal project will be an added advantage.**

**Candidates should submit their applications (indicating the position on the subject head) including copies of academic and professional certificates, testimonials and updated detailed CV indicating current position, qualifications, working experience, names of at least two (2) professional referees, remuneration and day time telephone to [hr@transcentury.co.ke](mailto:hr@transcentury.co.ke)**

**Applications should be received no later than Wednesday 27<sup>th</sup> March, 2019.**