



Solomon Islands Electricity Authority trading as **SOLOMON POWER**

PROJECT MANAGER, SOLOMON POWER

Solomon Islands Electricity Authority trading as Solomon Power invites applications from qualified individuals for our **Project Managers** role. The role is responsible for managing Capital Works projects.

Primary Objectives:

The Project Manager [PM] is assigned a number of Solomon Power projects at any one time with these projects being managed concurrently and PM is responsible for the management of these assigned projects in accordance to the processes and procedures outlined in the Project Management Manual.

These projects will range in size from small, medium and large projects, with various levels of value, risk and complexity. The incumbent will be assigned a project, or projects, and will be primary responsible for efficient and effective management and delivery of an assigned project as per the Capital Works Annual Plan.

Reporting to the Manager Projects, and indirectly reporting to the General Manager Capital Works [GMCW], the incumbent will:

- Manage more than one project at any one time.
- Have a clear understanding of the project management lifecycle, their requirements and pursue their application to ensure a successful project is delivered.
- Work closely with other project managers to identify opportunities to improve the particular project and assist in implementation.
- Maintain clear lines of communication between key stakeholders of the project, in accordance to the project stakeholder and communication management plan.
- Organise with Manager Construction to undertake regular inspections of assigned project(s) and report in accordance to the project management plan.
- Maximize delivery of project benefits by working closely with project stakeholders to accurately identify and deliver project benefits.
- Aim to complete a project within approved budget, covering resource planning, cost estimation, budgeting, monitoring and control.
- Recognize the importance of being customer focused, supporting and encouraging a culture that values internal and external project customers.
- Monitor and act on feedback from customers and focus on delivering solutions to meet their expectations.
- Ensure that various project elements are properly coordinated including project scoping activity, project management plan development and execution, acquiring legal and regulatory sign-offs and project reporting.
- Provide support for scope preparation, tender documentation, tender evaluations and design reviews, for both internal planning team and/or external consultants and Owners Engineers.
- Attend project meetings, with Contractor or other stakeholders, record and distribute minutes of the meeting, if assigned to do so. May be required to chair the meeting.
- Assist in evaluation of variations and provide recommendations to line managers or GMCW for consideration.
- Prepare and maintain project schedules, and track against agreed baselines. Assist in identification of slippage and critical path activities and provide advice on mitigating measures.
- Assist in preparing monthly project reports, in the format as required under the Project Management Plan. Provide relevant inputs in preparation of Board Papers where necessary.
- Maintaining project documents, over the lifecycle of each project, in designated folders of the Document Management System in use by the department.
- Be able to travel widely around all Solomon Power Stations including project sites. Must have the ability to be away from base station for project durations.
- Carry out any other delegated duties assigned by Manager Projects or GMCW.
- Must be able to drive and have valid driver's license.

Interested individuals meeting the following requirements are encouraged to submit their applications which must include a CV detailing their qualifications, skills and professional experience.

Requirements:

Qualification: Engineering qualifications/experience preferably in Electrical. Civil or Mechanical qualifications may be considered.

Professional experience: At least 3 years demonstrated experience in the Project Management delivering projects preferably for electricity utilities; electricity utility working experience or similar environments; demonstrated experience to produce progress reports; experience in Contract Management /Procurement/Project Management is desirable; demonstrated good written and oral communication skills; demonstrated experience to deliver outcomes within tight timeframes.

Skills: Superior communications skills, verbal and writing – putting together complex documents, writing reports and instructions, providing feedback, communicate effectively with internal and external stakeholders; ability to manage resources, doing budgets, managing spend against budgets, reporting and managing variances; ability to provide sound technical advice and inputs; clear understanding of the project lifecycle process and the requirements to ensure the delivery of successful projects and actively drive projects to successful completion; sound computer skills; competent in relevant project management applications; and team player.

Duration of engagement

This is a permanent fulltime role.

Applications close at 4pm, Solomon Islands time, Tuesday 15 October 2019.

“Terms of Reference” (TOR) for the role can be obtained from Solomon Power’s Corporate Services Division via Mr. Droumand Rupert, contactable 08.30am to 04.00pm Solomon Islands time, Monday to Friday via email address: droumand.rupert@solomonpower.com.sb

Applications must include a cover letter and a clearly outlined CV that must include names and contact details for 2 referees. An application can be submitted in one of two ways: in a sealed envelope and clearly marked “**Project Manager**” and addressed to:

Chief Executive Officer

Solomon Islands Electricity Authority
P.O. Box 6
Honiara

Attention: General Manager Corporate Services

Alternatively you can send in your application pack to include your CV and details of 2 referees to restricted email address: recruitment@solomonpower.com.sb, to be received before 4pm, Solomon Islands time, **Tuesday 15 October 2019.**